VERSION

5.2

USER'S GUIDE
FOR WINDOWS 16-BIT

GroupWise™

Novell®

Version 5.2

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Contents

Getting Started

Welcome to GroupWise

Novell GroupWise lets you send, receive, and manage correspondence with other GroupWise users. You can also schedule appointments with other users and create and manage events in your personal calendar.

The Main Window

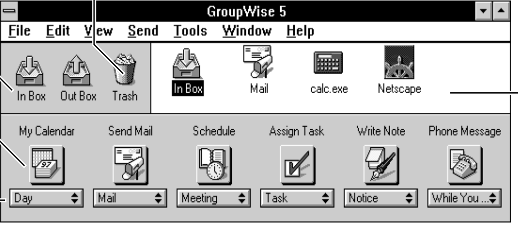
When you first open GroupWise, you see the Main Window. The Main Window lets you open other windows to view incoming and outgoing items, open calendar views for managing your schedule, and open views for sending mail, appointments, tasks, notes, and phone messages.

You can view items you have deleted by choosing the Trash.

The In Box and Out Box let you view incoming and outgoing items.

My Calendar lets you open your calendar views.

The pop-up lists let you choose the view each icon opens.



The Shelf lets you place views, macros, or applications in the Main Window so you can open them quickly.

The item view icon buttons let you open mail, appointments, tasks, notes, or phone messages.

GroupWise Views

A view lets you display information. GroupWise includes three types of views.

Calendar views display your scheduled items, the date they are scheduled for, and when they are due. A calendar view can display your Appointments list, Tasks list, Notes list, a monthly calendar, and incoming and outgoing items.

Group views let you send a mail message, appointment, note, task, or phone message to one or more users. For example, you can schedule several users and resources for an appointment.

Personal views let you place appointments, notes, or tasks on your Calendar. For example, you can create entries for your Tasks list.

GroupWise View Designer lets you create custom views. You can create calendar views that include the features you use most, such as an Appointments list, In Box, or Out Box. You can also create personal or group views that include your company logo, graphics, movies, buttons, pop-up lists, check boxes, and a customized Message box.

Standard Views Compared to Custom Views

GroupWise is installed with a set of standard views. These views are located on your network and appear on the pop-up lists of all users. If you create custom views, they appear in the pop-up lists below a separator line.

The In Box and Out Box

You can use the In Box and Out Box to view the items you have received and the items you have sent. You can use the In Box to open items you have received and to delete the items you no longer need. Use the Out Box to retract items you have sent, or to find out if an item has been opened, accepted, declined, deleted, and so forth.

The Calendar

Use the calendar views to manage your schedule. You can view your appointments, tasks, and notes for the day to see what you have or haven't accepted. If you have a pending item, you can open the item to read it. You can then accept or decline the item. Declining the item removes it from your Calendar and places it in the Trash.

About This Manual

This manual explains each feature available in GroupWise. The features are listed alphabetically so you can find them easily.

Conventions

Icons

Some of the icons in GroupWise are unnamed in the interface. An icon within a step guides you to the icon you need to choose to perform the task. The following step shows what you might see in the manual.

1 Choose Proxy , then choose the name of the user you want to proxy.

Bolded Words

Bolded words in steps or explanations indicate what you choose or select in the step. The following step shows what you might see.

1 Choose the **File** menu, then choose **Preferences**.

Setting Up GroupWise

This section provides you with the information you need to start using GroupWise.

Windows Client System Requirements
The following table lists recommended requirements for running GroupWise in Windows 3.1.

Hardware/Software	Requirements
Processor	80486/25 or higher
Windows Version	3.1 or higher
Memory	8MB
Hard Disk Space	Workstation 2MB; Full Install 20MB

Running the Setup Program

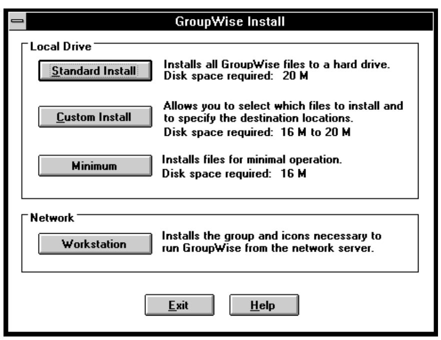
Before you can use GroupWise, you must run the GroupWise Setup program. Ask your system administrator where to run Setup from. For example, your path might be N:\GRPWISE5\SETUP.EXE.

1 Choose **File**, choose **Run** from the Program Manager or the File Manager, then enter the path to SETUP.EXE.

IMPORTANT: It is strongly recommended that you use the GroupWise Setup program to make sure that all directories and files are properly installed.

2 Select the language version, then choose **OK**.

3 Select an installation type.



If you choose Custom Install you can select the files you want to install and where to install them.

When the installation is complete, you're prompted to select the group in which you want the GroupWise program icons to display. The Program Group box already lists GroupWise 5 as the program group. If you want to place the GroupWise item icons in a different group, type the new group name.

4 Choose **OK**.

5 Choose **Yes** to view a Readme file. When you are done, choose **Close** to continue.

Running GroupWise for Windows

To start GroupWise,

1 Double-click the GroupWise icon.

Getting Help

If you encounter problems using GroupWise, you can get help from several sources.

Online Help

Online Help provides quick access to documentation without reaching for a manual. You can access Help any time while you are in GroupWise. The following are just a few features of online Help. For details, see *Help*.

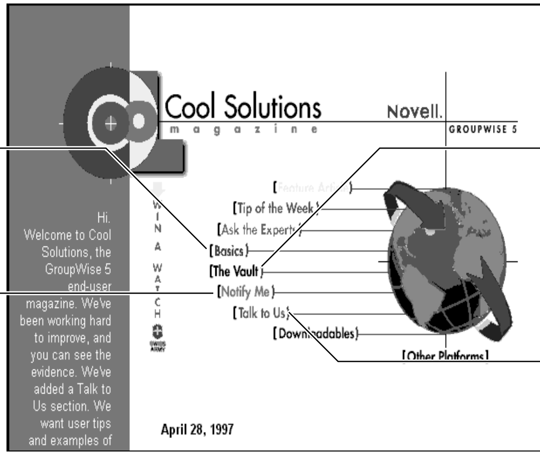
- Each dialog box contains a Help button that provides specific information about the dialog box.
- The Search dialog box lets you find Help topics by keywords. Choose **Help**, then choose **Search for Help on**.
- How Do I lets you choose Help topics from a list of common tasks. Choose **Help**, then choose **How Do I**.
- Coaches guide you through some common tasks. Choose **Help**, then choose **Coach**.

Cool Solutions Magazine

Cool Solutions is an online Web magazine devoted to helping you learn all about GroupWise. In the magazine you'll find helpful tips and regular feature articles that give you all the details about using GroupWise features. In addition, you'll find resources such as downloadable QuickStart Cards and demos that will help you get started using GroupWise. Here is a sample of what you'll find.

Opening Cool Solutions

1 In your web browser, type WWW.GWMAG.COM.



Sending Your Questions to the GroupWise Experts

Ask the Experts is your forum to ask questions about GroupWise. If you wondering how to do something in GroupWise, but you can't find it in the documentation, send your question to the experts.

1 In your web browser, type WWW.GWMAG.COM.

2 Choose Ask the Experts, then choose Ask Us.

3 Click Ask the Cool Solutions Experts.

4 Type your information and your question.

5 Choose Send.

Downloading Resources from Cool Solutions

On the Downloadables page, you'll find lots of resources that you can download and use in your organization. There are demos that show you how to use GroupWise, feature articles from the magazine, and a QuickStart Card to name just a few.

1 In your web browser, type WWW.GWMAG.COM.

2 Choose Downloadables.

3 Choose the item you want to download, then follow the instructions.

Other Assistance

If you need assistance beyond what the online Help, this manual, and Cool Solutions can provide, contact your Help Desk or your system administrator. If they cannot solve your problem, these individuals can contact Technical Support.

Using GroupWise

Accept

Use Accept to inform the sender of an appointment, note, or task that you are available.

Accepting an Appointment, Task, or Note

1. Double-click **In Box** or **My Calendar** in the Main Window.
2. Double-click a pending appointment, task, or note in the Item list box or the Appointments, Tasks, or Notes list.
3. Choose **Accept**.

   or

   If you want to send a comment to the sender, choose **Actions**, then choose **Accept with Comment**. Type your response in the Comment text box, then choose **OK**.
4. If the item is part of an auto-date definition, choose **All Instances** to accept all occurrences, or choose **This Instance** to accept only the current occurrence.

The sender's Information window for the item displays Accepted and any comments you included. See *Info*. The item text in your Calendar changes from italic to plain text to show that you have accepted the item. The item disappears from your In Box. See *Filter*.

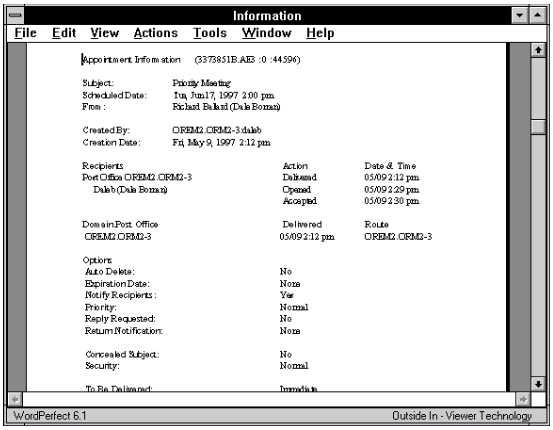
Additional Information

Determining If an Item Has Been Accepted

GroupWise has two ways of letting you know who has accepted an item you sent.

The first is a return receipt. The Preferences for the item lets you choose to receive a return receipt every time a recipient accepts an item you schedule. If you want to receive a return receipt for a single appointment or task, you can specify that in Send Options when you send the item. If the recipient of your scheduled item includes a comment while accepting the item, the comment will appear in the return receipt as well as in your Out Box Information window.

You can also determine who has accepted appointments, tasks, and notes by looking at the Information window. Open the **Out Box**, then double-click the item you want information for. The Information window lists who has accepted or declined your appointment, task, or note and who has not responded. If the recipient has included a comment, the comment is also displayed. See *Info*.



Access List

Use the Access List to give other users on your post office access to read, create, and manage items and tools (such as rules) within your Mailbox. The users to whom you give access rights can become your proxies.

Concepts

What's a Proxy?

GroupWise lets you assign rights to proxies who can receive and send items for you. For example, you can give another user rights to accept and schedule your appointments. That person can also receive notification of your appointments. You would also receive notification, and the items accepted and scheduled by your proxy would appear in your In Box, Out Box, and Calendar.

You can give your proxy access to all of the items in your Mailbox, or you can restrict your proxy to reading or writing one or more item types, such as mail or notes. The access options are outlined in the steps below.

Creating an Access List

1 Choose the **File** menu, then choose **Preferences** to open the Preferences dialog box.

2 Double-click **Access List** to open the Access List dialog box.

3 Choose **Add Users** to open the Address Book.

4 Double-click the users in the List box that you want to give access to your Mailbox.

The names are moved to the Send To box.

5 Choose **OK** to close the Address Book and add the names to the Access List.

6 Select a username in the Access List box, select the access rights you want to give the proxy, then choose **Apply**.

You can also select multiple names, then apply the access rights you have chosen to all users at the same time. If you select multiple users, the gray boxes indicate that the setting is selected for one or more users, but not for all users.

The table below explains the rights you can give to proxies.

Access Right	**Access to**
Read	Read the items you receive. You can restrict the read rights to mail and phone messages, appointments, notes, or tasks.
Write	Write and send items in your name. You can restrict these rights to mail and phone messages, appointments, notes, or tasks.
Subscribe to My Alarms	Receive the same alarm notification you do for appointments. Proxies will not actually receive the alarms unless they select Subscribe to Alarms in Subscribe to Notify preferences.

Access Right	Access to
Subscribe to My Notifications	Receive notification when you receive an item. Proxies will not actually receive the notification unless they select Subscribe to Notification in Subscribe to Notify preferences.
Modify Preferences/Rules/Groups	Modify the Preferences options in your Mailbox. Proxies can change your GroupWise setup and add proxies, remove proxies, or change the rights of proxies in your Access List. Proxies can also create, edit, and delete rules and personal groups, and execute rules in your Mailbox. If you give a proxy access to modify your Preferences in the Access List dialog box, then he or she can change your password and lock you out.
Archive Items	Place items in the Archive directory and retrieve them. If you give a proxy Archive rights, items archived by that user may be stored on the user's hard drive. You may not have access to items archived by the proxy.
Read Items Marked Private	Read any items that are marked Private.

7 Choose **OK** to close the Access List dialog box and return to the Preferences dialog box.

Additional Information

Proxies and Archive

If you give a proxy Archive rights, you may want to specify the location of your proxy's Archive directory. If the proxy's Archive directory is located on the proxy's computer, you won't have access to the items your proxy archives. You can solve the problem by having your proxy place the archive in a network directory you both have rights to. See *Archive* and *Location of Files Preferences*.

Minimum User Access

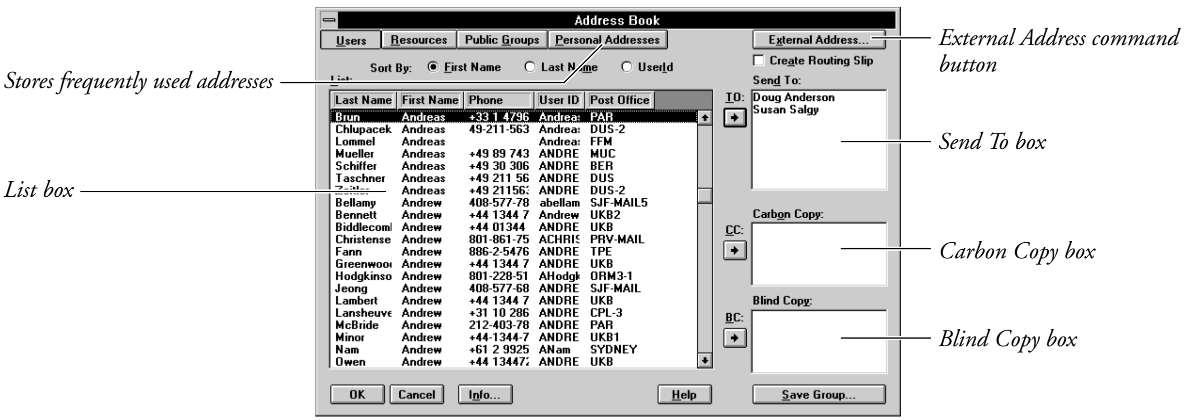
When you open the Access List dialog box, you will notice that GroupWise lists an entry in your Access List for Minimum User Access. GroupWise grants minimum access to all users on your GroupWise system. This is useful if you want to establish basic access rights to your GroupWise Mailbox for all users. Although Minimum User Access can grant access to all users, you must first specify the rights you want all users to have. To set rights for all users, select **Minimum User Access**, then select the rights you want as you would for a proxy.

Address Book

Use the Address Book when you are unsure about user IDs, when you need to address an item to several users, or when you want to create a personal group. You can also add the user names and resources you frequently use to Personal Addresses. See *Personal Addresses*.

The Address Book includes a list of users, a Send To box, a Carbon Copy box, and a Blind Copy box or a Route box if you are creating a routing slip. You can sort the users list by first name, last name, or user ID.

You can select the users you want to send the item to and place their user IDs in the appropriate box. When you choose **OK**, GroupWise transfers the user IDs to the corresponding address boxes in the item.



Concepts

The Address Boxes

To, CC, and BC are the three address boxes you'll find in GroupWise. Their purposes are explained below.

To is for addressing primary recipients. You must place at least one name in this box to send an item. Users addressed in the To box receive the item as it is sent.

CC is for addressing carbon copy recipients. CC recipients are users who would benefit from the information in the item, but aren't directly responsible for it. Users addressed in the CC box receive a copy of the message sent to the primary recipients.

BC is for addressing blind copy recipients. Blind copy recipients receive a copy of the item sent to primary recipients. However, only the sender and blind copy recipients know that a blind copy was sent. Blind copy recipients are also not made aware of other blind copy recipients.

Groups

GroupWise gives you two types of groups that you can use to address an item: public groups and personal groups. Public groups are created by the system administrator and cannot be edited. Personal groups are created by you and can be edited or deleted. See *Group*.

Resources

Resources are items that can be scheduled for different uses. They can be anything from a room to an overhead projector or a car. The system administrator defines resources by giving them an identifying name and assigning a user as the owner of the resource. The user who owns the resource can proxy for the resource to receive all requests and accept or decline those requests.

Addressing an Item

1. Choose the item you want to send from an item view pop-up list in the Main Window.
2. Type the users' IDs in the To text box. Separate each user ID with a comma (for example **SAMK,BETSYG**). Go to step 7.

   or

   If you don't know the user IDs, continue with step 3 to use the Address Book.
3. Choose **Address** to open the Address Book.
4. Type the name of the user, separating the first and last name with a space, or scroll to find the person you want to send an item to.

When you drag the scroll box, letters appear to help you know where you are in the list.

5. Select the user ID, then choose **TO**. If you want to send another user a carbon or blind copy, select that user ID, then choose **CC** or **BC**.

To remove a name from the Send To, Carbon Copy, or Blind Copy boxes, double-click the name.

6. Choose **OK** to close the Address Book and return to the item.

The user IDs will appear in the appropriate address boxes.

7. You can edit the From box by typing text either in front of or following your name.

Your name will appear in parentheses when the message is received.

8. Complete the item, then choose **Send**.

Addressing a Routed Item

1. Choose the **Send Mail** or **Assign Task** pop-up menu, then choose the group view you want.
2. Choose the **Send** menu, then choose **Routing Slip**.
3. Choose **Address** to open the Address Book.
4. Double-click the users in the order you want them to receive the item.
5. Choose **OK** to close the Address Book and place the names in the Route box in the item.
6. Complete the item, then choose **Send**.

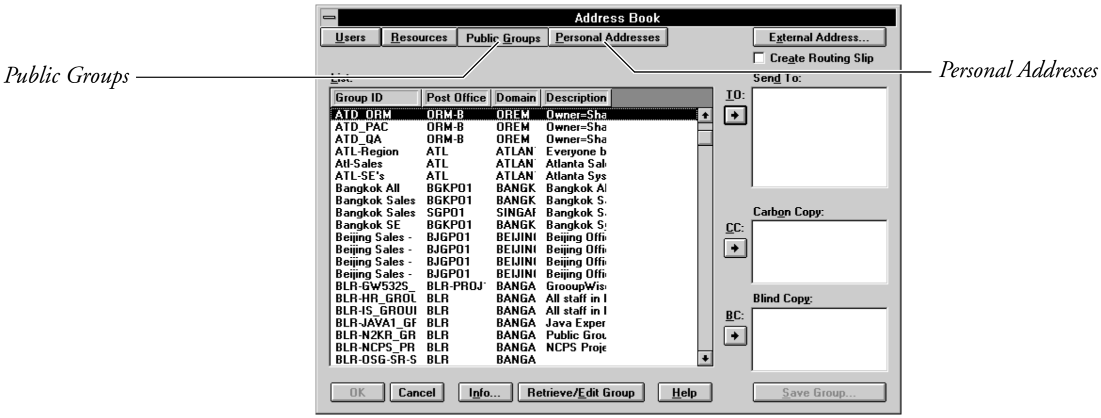
Addressing an Item to a Group

1 Choose the view you want to send from an item view pop-up list in the Main Window.

2 Choose **Address** to open the Address Book.

3 Choose **Public Groups** or **Personal Addresses**.

Public groups are created by the system administrator, but you can create your own personal groups. See *Group*.



4 Double-click a group to place it in the Send To box.

5 Choose **OK** to close the Address Book and return to the item view.

The group appears in the To box in the item view.

6 Complete the item, then choose **Send**.

Scheduling Resources

1 Choose the **Schedule** pop-up list in the Main Window, then choose **Meeting**.

2 Choose **Address** to open the Address Book.

3 Choose **Resources** to open the Resources list box.

4 Double-click the resources you want for the meeting.

5 Choose **OK** to close the Address Book and return to the item view.

The resources you selected are placed in the To box with the users. If you scheduled a conference room, and the system administrator defined it as a place, its description will appear in the Place box.

Additional Information

External Address

Choose this button in the Address Book when you send items to users on other mail systems across one or more gateways. For example, if you want to send an item to a user on the Internet, you would choose **External Address**, then type in the gateway address for the Internet user. See the specific GroupWise Gateway Guide for more information on the gateway you are using.

Info

Info lets you view information about a user listed in the Address Book. To view information about a user, select the user in the Address Book, then choose **Info** to open the User Information dialog box.

Advanced Preferences

Use Advanced Send Preferences to specify defaults for items you send. For example, you can conceal the subject, delay delivery, attach security labels, and choose not to place items you send in your Out Box.

Setting Advanced Options

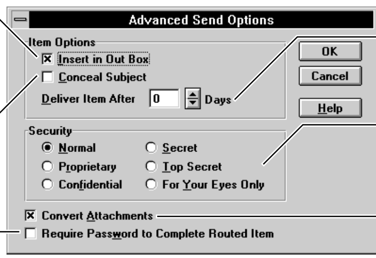
1 Choose the **File** menu, then choose **Preferences**.

2 Double-click **Advanced** to open the Advanced Send Options dialog box.

Inserts items you send in the Out Box

Conceals the subject so Notify doesn't display the subject

Lets you require recipients to enter their Mailbox password in order to complete all routed items you send



Delays delivery of the item for the number of days you specify

Places a security title in the Message box. Security does not encrypt the message

Lets you convert attachments you are sending over a gateway

3 Select your options, then choose **OK**.

4 Choose **Close** to close the Preferences dialog box.

Appointment

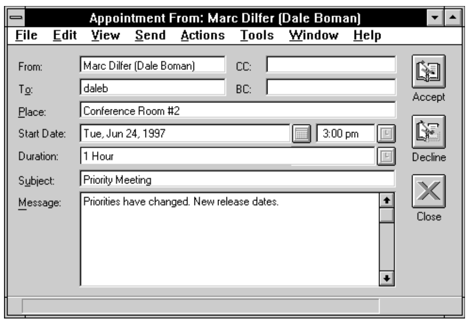
Use Appointment to inform yourself or others of meetings and to schedule the required resources, such as rooms and projectors.

The way you send an appointment is very much the same as sending any other item. The differences are in the options that are unique to each item, such as scheduling a date in an appointment. This section explains how to use the options unique to Appointment. If you need help sending an item, see *Send*.

Concepts

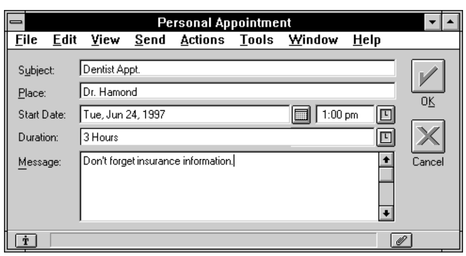
Group Appointments

You can send a group appointment to yourself and any other GroupWise user. A group appointment is placed in your Out Box when you send it and in your Calendar and In Box when you receive it. When you receive an appointment, you can accept it or decline it.



Personal Appointments

A personal appointment is a scheduled event that is placed in your Calendar. It is not placed in your Out Box or in any other user's In Box. You can distinguish a personal appointment from a group appointment by the absence of address boxes.



Scheduling Resources

1. Choose the **Schedule** pop-up list in the Main Window, then choose a group view.
2. Choose **Address** to open the Address Book.
3. Choose **Resources** to open the Resources list box.
4. Double-click the resources you want for the meeting.

5 Choose **OK** to close the Address Book and return to the item view.

The resources you selected are placed in the To box with the users. If you scheduled a conference room, and the system administrator defined it as a place, its description will appear in the Place box.

Checking for Free Times

1 Choose the **Schedule** pop-up list in the Main Window, then choose a group view.

2 Address the appointment to the people and resources you want.

3 Choose **Busy?**.

For information on the Busy Search Settings options, see *Busy Search*.

4 Choose **OK** to show the free times of the people and resources listed in the address boxes.

5 Move the box in the Combined Time grid to an available time. You can drag the box border to increase the size of the box for a longer appointment.

6 Choose **OK**.

The time and date are placed in the Start Date boxes.

Manually Setting the Date, Time, and Duration

If you know the time of the appointment and don't need to run a busy search, you can type the date, time, and duration directly into the Start Date boxes. You can also use the Set Date and Time Input dialog boxes to help select the date and time.

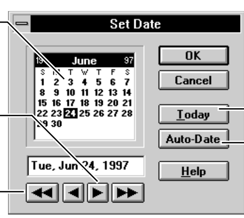
Set Date

1 Choose the Set Date button in the view.

You can click the date you want the appointment to occur on.

The single arrow buttons let you go forward and backward a month at a time.

The double arrows let you go forward and backward a year at a time.

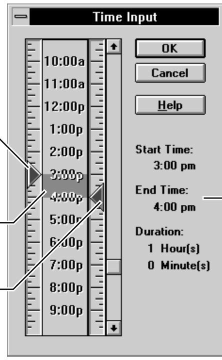


Today resets the date to the current day.

Auto-Date lets you schedule recurring meetings with a single appointment.

Time Input

1 Choose the Time Input button in the view.



Creating a Personal Appointment

1 Choose the **My Calendar** pop-up list in the Main Window, then choose **Day**.

2 Drag to select a block of time in the Appointments list.

3 Type a description.

A text box appears as you start typing.

4 Click outside the text box to place the appointment on your Calendar.

5 If you need to edit the description, double-click the appointment to open a personal appointment view.

Accepting an Appointment

1 Double-click **In Box** or **My Calendar** in the Main Window.

By default, personal appointments will not appear in your In Box.

2 Double-click the pending appointment in the Item list box or Appointments list box.

3 Choose **Accept**. See *Accept* or *Decline*.

Additional Information

Appointment Indicators

As explained below, the appointment icons and text listed in your In Box or Calendar can tell you the status of an appointment.

Indicator	**What It Means**
(In Box only)	You have not yet opened the appointment.
(In Box only)	You have opened the appointment.
The item is listed in italicized text (Calendar only).	This is a group appointment that you have not yet accepted or declined in your Calendar.

Indicator	What It Means
	This is a group appointment that you have accepted.
(Appointments list only)	Marked Private.

When you decline an appointment, the item is moved to the Trash. If you later want to accept a declined appointment, you can undelete it, then accept it. See *Accept*, *Decline*, and *Trash*.

Delegating Appointments

When a user schedules you for an appointment, you have the option of delegating the appointment to another user. When you delegate an appointment, both the receiver and the original sender receive notification of the delegation. See *Delegate*.

Rescheduling Appointments

You can reschedule an appointment to another day or time or change its length if you were the one who originally scheduled it. See *Calendar*.

Recurring Appointments

You can use one appointment view to schedule recurring appointments. For example, you can create a definition using Auto-Date that schedules an appointment for every third Friday of each month. See *Auto-Date*.

Appointment Preferences

Use Appointment Send Options in Preferences to specify how you want to send all your appointments. You can change these settings for a single appointment if you want. See *Send Options*.

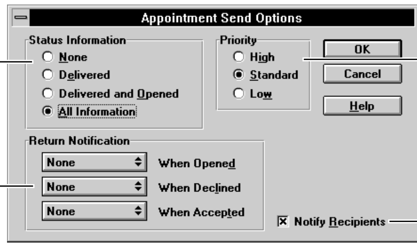
Setting Appointment Send Options

1 Choose the **File** menu, then choose **Preferences**.

2 Double-click **Appointment** to open the Appointment Send Options dialog box.

The status information you specify here is displayed when you open the Information window to track appointments you have scheduled.

Specify here if you want to receive notification, a mail receipt, or both.



The item icon in the Item list box appears in red for high priority, your default color for normal, and gray for low priority.

You can set this option to notify recipients when you send an item. The recipients must be running Notify to make this option effective.

3 Select the options you want, choose **OK**, then choose **Close** to close the Preferences dialog box.

Appointment Time Options Preferences

Use Appointment Time Options to specify the default time settings for appointment views, default alarm settings, and default Appointments list settings for calendar views.

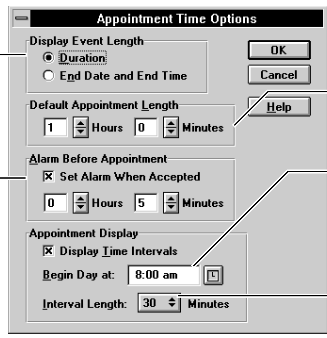
Selecting Appointment Time Options

1 Choose the **File** menu, then choose **Preferences** to open the Preferences dialog box.

2 Double-click **Appointment Time** to open the Appointment Time Options dialog box.

Lets you choose to display appointment duration or end time in appointment views

You can specify that the alarm is automatically set for each appointment you accept and how long before the appointment the alarm rings.



You can specify the default length of appointments you schedule.

You can set a time in the Begin Day At text box to specify a start time for the Appointments list in your calendar views.

You can set the Interval Length in minutes.

3 Select the options you want.

The options are explained in the following table.

Appointment Time Option	Description
Duration	Select **Duration** if you want your appointment views to display how long the appointment will last from the start date and time you set.
End Date and End Time	Select **End Date and End Time** if you want your appointment views to display a specific end time for the appointment, rather than the length of the appointment.
Default Appointment Length	Lets you specify the average length of your appointments. That way, you won't have to specify the length in the view unless the length is unusual.
Set Alarm When Accepted	Sets an alarm for all appointments you accept.
Hours Minutes	Even when Set Alarm When Accepted is deselected, you can still set alarms for specific appointments after you accept them. The time you set in Hours or Minutes is the default time before a scheduled appointment that Notify will sound an alarm.

Appointment Time Option	Description
Display Time Intervals	If you deselect Display Time Intervals, you see times only for scheduled appointments.
Begin Day at	Lets you set the first entry in your calendar views. The Appointments list starts with the time you specify in the text box.
Interval Length	Lets you set the number of minutes between each time listed in the Appointment list.

4 Choose **OK**, then choose **Close** to close the Preferences dialog box.

If you make changes in the Appointment Display group box while a calendar view is open, you need to close the calendar view, then re-open it before the changes are reflected.

Archive

Use Archive to move items from your Mailbox to your archive database. You might want to archive items to conserve space on the network server without deleting important information.

Concepts

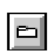
Conserving File Server Space

You can archive items to an Archive directory on your hard drive, a floppy disk, or network directory to conserve space on the network file server without deleting important information.

Increasing Security

You can increase the security of items by archiving them. For example, proxy users have no access to items archived on your hard drive unless they are using your computer.

Creating Your Archive Directory

1. Choose **File** from the Main Window, then choose **Preferences**.
2. Choose **Location of Files**.
3. Type the path in the Archive Directory text box.
   or
   Choose  to open the Select Directory dialog box. Select an Archive directory, then choose **OK**.
4. Choose **OK**, then choose **Close** to close the Preferences dialog box.

Archiving an Item

1. Double-click **In Box**, **Out Box**, or **My Calendar** in the Main Window, then select an item.
2. Choose the **Actions** menu, then choose **Archive**.

The item is removed from your In Box, Out Box, or Calendar, and placed in your archive database.

Reading an Archived Item

1 Double-click **In Box**, **Out Box**, or **My Calendar** in the Main Window.

2 Choose the **File** menu, then choose **Open Archive**.

IMPORTANT: While you are in your archive mailbox you cannot send items or create rules.

The contents of the archive database are displayed in the Item list box or Appointments list, Tasks list, or Notes list.

3 Select the archived item, choose the **Actions** menu, then choose **Read** to open the item.

4 Choose **Close** when you are finished.

5 Choose the **File** menu, then choose **Open Archive** to close your archive and return to your Mailbox.

Unarchiving an Item

1 Double-click **In Box**, **Out Box**, or **My Calendar** in the Main Window.

2 Choose the **File** menu, then choose **Open Archive**.

Your archived items appear in the Item list box or Appointments list, Tasks list, or Notes list.

3 Select or open the items.

4 Choose the **Actions** menu, then choose **Archive**.

IMPORTANT: The previously archived item will be unarchived.

GroupWise moves the item to the same folder where it was initially placed.

5 Choose the **File** menu, then choose **Open Archive** to close your archive and return to your Mailbox.

Additional Information

Proxies and Archive Rights

Usually, you won't want to give proxy users the right to archive items from your In Box or Out Box. If you do, proxy users can archive items from your Mailbox to their hard drives and you won't have access to those items again.

If you do want to share access to your archive database with your proxies, you can archive to a common network drive.

To choose the location of your archive database, see *Location of Files Preferences*.

Archive Compared to Save

Archive lets you store items in GroupWise format on your computer's hard drive or a personal network directory. An archived item is moved from your Mailbox into the archive database you specified.

Save lets you store items as text files in a directory on your own hard drive or on the network. Save leaves the original item in your Mailbox, and saves an additional copy as a text file in the directory you specified.

Archived items are in GroupWise format and can only be read using GroupWise. However, unprotected text files can be read by unauthorized users with a word processing application.

Deleting an Archived Item

When you delete an archived item, it is placed in the Archive Trash, which must be manually emptied.

Associations Preferences

Use Associations to inform GroupWise what application to run when you open an attached file.

Concepts

Associations

Associations lets you define an association between a file extension or a file type and an application. When you open an attached file, GroupWise first tries to find an association between the file's extension and an application. If GroupWise does not find an association, then it tries to find an association between the file type and an application.

When an association is found, GroupWise opens the attached file in the associated application. If an association isn't found, or if you have specified in Preferences that you always want to be prompted, you will be prompted to enter the pathname to an application in which GroupWise can open the attached file.

Adding or Editing File Extension Associations

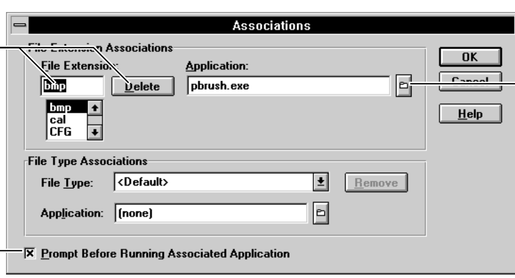
File Extension Associations uses an attached file's extension to determine which application GroupWise needs to open for you to access the file.

1 Choose the **File** menu, then choose **Preferences** to open the Preferences dialog box.

2 Double-click **Associations** to open the Associations dialog box.

You can delete an extension and its association by selecting the extension, then choosing Delete.

You can select this check box if you want to be prompted before the associated application is started.



You can click the folder button to open the Select File dialog box if you need to find a file.

3 Type an extension in the **File Extension** text box.

4 Type the path to the application you want to associate with the extension in the **Application** text box.

5 Choose **OK**, then choose **Close** to close the Preferences dialog box.

Adding File Type Associations

File Type Associations tells GroupWise what application to use to open an attached file based on the type of file.

1 Choose the **File** menu, then choose **Preferences**.

2 Double-click **Associations** to open the Associations dialog box.

3 Choose a file type from the **File Type** drop-down list.

4 Type the pathname to the application you want associated with the file type in the **Application** text box.

5 Choose **OK**, then choose **Close** to close the Preferences dialog box.

Additional Information

Prompt Before Running Associated Application

If you want to open a file in an application other than the one you associated it with in Associations Preferences, choose **Prompt Before Running Associated Application** in the Associations dialog box. If you click this check box, you will be prompted every time you try to open an attached file. The prompt dialog box will display the original association, which you can change if you want.

Attachments

Use Attachments to include any file with an item, encapsulate messages, and embed or link OLE items. See *OLE*.

Concepts

Options

Attachments can be viewed, printed, opened, or saved. An attachment can also be added, deleted, or edited. You can include any type of file such as text files, graphics, programs, spreadsheets, sound files, and so on, with an item. You can see in the In Box if an item includes an attachment by the paper clip icon that appears next to the item icon in the Item list box. Items that have sound annotations or items sent through GroupWise PhoneAccess display a speaker next to the item icon.

Attachments Compared to Retrieve

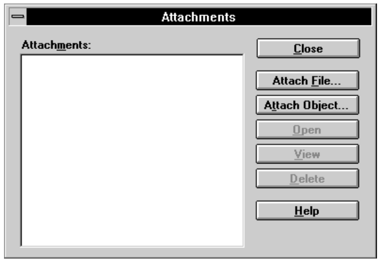
Attachments and Retrieve serve different functions in GroupWise. Attachments lets you include a file with an item, but the attachment does not appear in the Message box of the item. An attached file retains all its formatting codes. You can open the attachment and it will launch the application associated with the format of the file. See *Associations Preferences*.

Retrieve lets you open a text file into the Message box of an item. That way you can create a message in a separate word processor. However, some formatting codes may be lost when the file is retrieved.

Attaching a File

1 Choose an item view pop-up list in the Main Window, then choose an item view with an attachment.

2 Choose Attach  to open the Attachments dialog box.

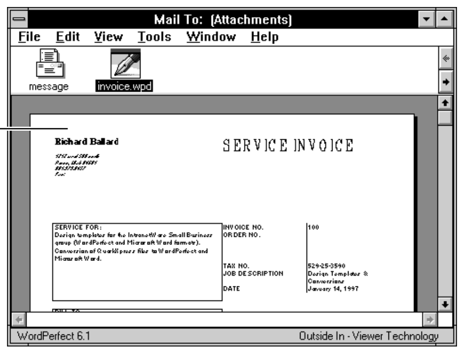


3 Choose Attach File to open the Attach File dialog box.

4 Type the filename in the **Filename** text box if you already know it, or select the file in the list box.

5 If you want to display the attached file, select the file, then choose **View**.

View lets you look at a file before you attach it to an item.



6 Double-click the Control-menu box to close the View window.

7 Choose **OK** to close the Attach File dialog box.

The attached file appears in the Attachments list box.

8 Choose **Close** to close the Attachments dialog box and return to the item.

Opening an Attachment

If you want to view an attachment without opening it, see *Viewing an Attachment* in this section.

1 Open a view that contains an attachment.

2 Choose **File**, then choose **Attachments**.

3 Select the attachment, then choose **Open**.

The program associated with the file opens the file. If the file doesn't open, you may need to define an association for the file. See *Associations Preferences*.

Viewing an Attachment

1 Open a view that contains an attachment.

2 Double-click the attachment to launch the viewer and view the attachment.

For more information about the viewer, see *Viewer*. To save the attachment, see *Save*.

Printing Attachments You Receive

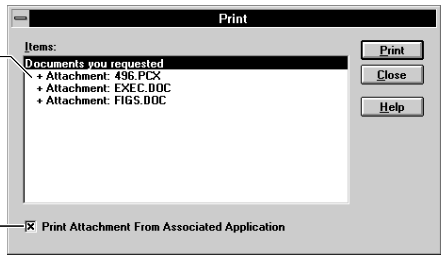
1 Double-click **In Box** in the Main Window.

2 Double-click the item that includes the attachment in the Item list box.

3 Choose the **File** menu, then choose **Print** to open the Print dialog box.

The item and all its attachments appear in the Items box.

You can select this check box to print the attachment from the application it was created in.



4 Select the item you want to print in the Items box, then choose **Print**.

IMPORTANT: If the Attachment Association dialog box appears, you must define the association in the **Application to Run** text box. Choose **OK** when you are done.

Additional Information

Dragging an Attachment
You can drag a file icon from the Windows File Manager and drop it onto a view to attach it to the item.

Routing an Attachment
You can use Routing Slip to send an attachment sequentially to several users. The users can launch the attachments, make changes to it, save it, then click Completed to send it on to the next user on the routing slip. See *Routing Slip*.

Auto-Date

Use Auto-Date to schedule recurring appointments, notes, or tasks.

Concepts

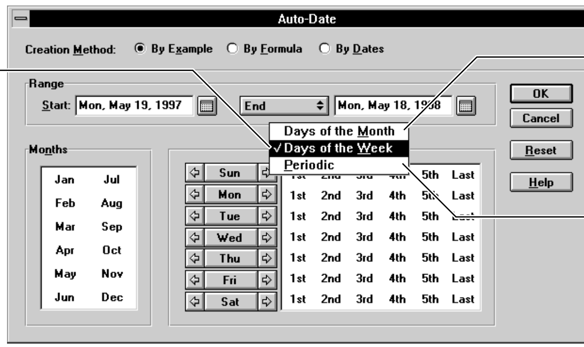
Auto-Date Items
Auto-Date lets you schedule an appointment, task, or note on several different dates.

When you send the item, GroupWise copies the item and places one of the defined dates in each copy of the item. Therefore, if you define five dates for the event, GroupWise makes five copies of the item, and schedules one copy for each date. If you send the item to other users, you will have five items in your Out Box with a five-occurrence auto-date. If you receive the event, you will find five copies of the item in your In Box, each scheduled for a different date.

Creation Method

GroupWise gives you three modes to create Auto-Date definitions: By Example, By Formula, and By Dates. You can use each separately or together to create the definition.

By Example ♦ By Example lets you define auto-date items that recur on a regular basis. You can use the Days of the Week, Days of the Month, or Periodic mode to create the definition.

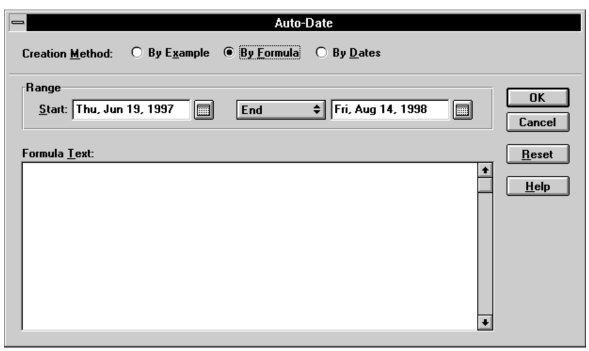


Days of the Week mode lets you schedule on days such as the first Tuesday of each month.

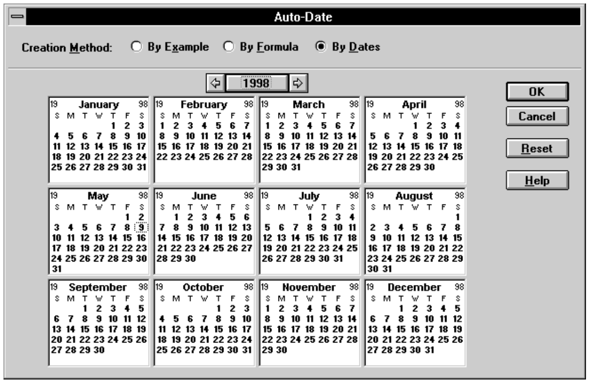
Days of the Month mode lets you schedule on days such as the 15th and last day of each month.

Periodic mode lets you define regular intervals such as every 12 days.

By Formula ♦ By Formula lets you use Auto-Date functions to write and edit auto-date definitions.



By Dates ◆ By Dates lets you create an auto-date definition for irregularly occurring items. When you select **By Dates**, a yearly calendar appears. You can define the auto-date by clicking the dates you want included.



Creating an Auto-Date for Days of the Month

By Example schedules the auto-date occurrences on days when all the following coincide:

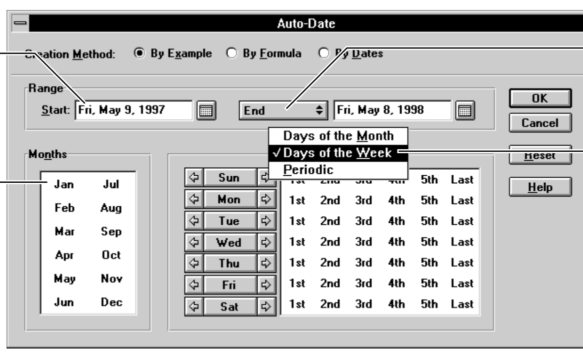
- The week
- Days of the month
- Dates of the month

For example, you can schedule a note on each of your pay days by defining Monday through Friday on or before the 15th and last days of each month.

1. Choose an appointment, task, or note from a pop-up list in the Main Window.
2. Choose the **Send** menu, then choose **Auto-Date.**

Start lets you specify when the events begin.

Months lets you select the months the item can be scheduled in.



End lets you specify when the events end.

The Days of the Week pop-up list lets you choose the Days of the Month, Days of the Week, or Periodic mode.

3. Choose Date  in the Start field, select the date when the event can start occurring, then choose **OK**.

4 Choose Date in the End field, select the last date of the event, then choose **OK**.

or

Choose the **End** pop-up list, choose **Occurrences**, then type in the Occurrences text box how many times you want the event to occur.

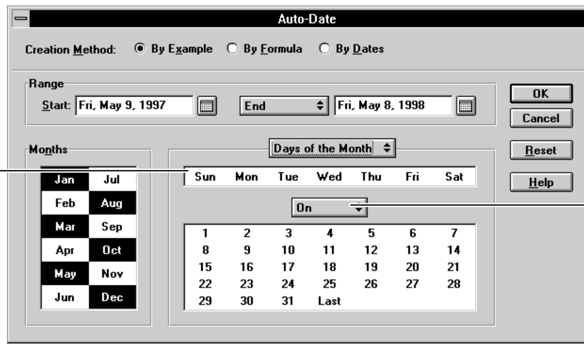
HINT: The maximum number of occurrences is 365. If you select a range and set up an auto-date that will generate more than 365 auto-dates, you will only get 365.

5 Choose the months you want the item to be scheduled in.

or

Double-click the **Months** box to allow occurrences in all months.

6 Choose the **Days of the Week** pop-up list, then choose **Days of the Month**.



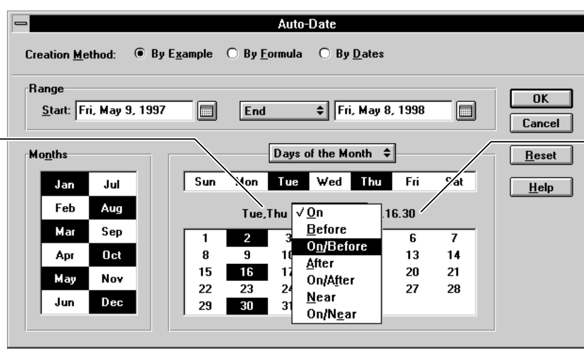
The days let you select which days of the week the event can occur on.

The On pop-up list lets you choose to schedule the occurrence on, before, after, or near a date.

7 Select the days of the week the item can be scheduled on.

8 Click the dates in the calendar the item can be scheduled on.

9 Choose the **On** pop-up list, then choose the relationship you want between the days and the dates.



The days you select appear to the left of the On pop-up list.

The dates you select appear to the right of the On pop-up list.

The following table explains the options on the On pop-up list.

Option	Event Occurs On	Example
On	Days when the day and date coincide.	**Mon On 15** GroupWise schedules the item for each occurrence of Monday the 15th.
Before	The selected day that precedes the selected date.	**Mon Before 15** GroupWise schedules the item on the Monday preceding the 15th. If Monday is the 15th, the scheduled date is Monday the 8th.
On/Before	Days when the selected day and date coincide, or the first occurrence of the selected day that precedes the selected date.	**Mon On/Before 15** GroupWise schedules the item on each occurrence of Monday the 15th, or on the Monday preceding the 15th.
After	The first occurrence of the selected day after the selected date.	**Mon After 15** GroupWise schedules the item on the first Monday after the 15th. If the 15th is on Monday, Monday the 22nd is scheduled.
On/After	Days when the selected day and date coincide, or on the first occurrence of the selected day after the selected date.	**Mon On/After 15** GroupWise schedules the item on each occurrence of Monday the 15th, or on the first Monday after the 15th.
Near	The selected day closest to the selected date. The day can be before or after the date.	**Mon Near 15** GroupWise schedules the item on the Monday closest to the 15th. If the 15th is on Wednesday, Monday the 13th is scheduled.
On/Near	Days when the selected day and date coincide, or on the day closest to the selected date. The day can be before or after the date.	**Mon On/Near 15** GroupWise schedules the item on each occurrence of Monday the 15th, or on the Monday closest to the 15th.

10 Choose **OK** to put the auto-date definition in your appointment, note, or task and close the Auto-Date dialog box.

11 After you have finished typing the information in the item, choose **OK** in personal items or **Send** in group items to schedule the auto-date occurrences.

Creating an Auto-Date for Days of the Week

Days of the Week mode lets you schedule an event that occurs on a specific day of the week in selected months. For example, you can schedule a meeting that occurs on the second Tuesday and last Friday of each month.

1 Open a personal or group appointment, task, or note.

2 Choose the **Send** menu, then choose **Auto-Date**.

3 Specify the range or number of occurrences for the auto-date.

4 Select the months you want the item to be scheduled in.

5 Make sure **Days of the Week** is chosen.

6 Select the occurrences you want in the Days box.

For example, if you select the **2nd** on the Tue line, you specify the second Tuesday of the month. If you select **Last** on the Fri line, you specify the last Friday of the month.

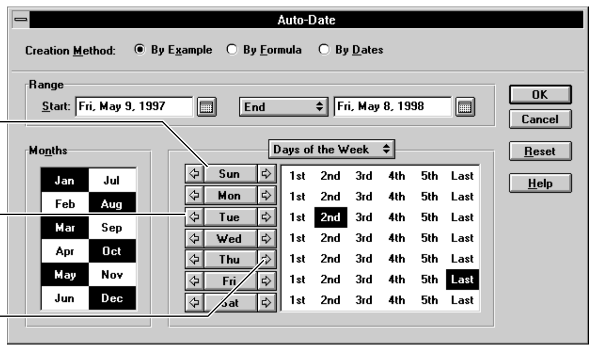
7 Use the arrows before and after the day to offset the day.

You can also select the specific day button between the arrows if you want to open the Offset Days dialog box so you can specify the offset. For example, if your meeting occurs on the Monday before the second Tuesday, select the second Tuesday, then offset one day before.

You can select a day button to open the Offset Days dialog box.

The left arrow offsets days before the selected day.

The right arrow offsets days after the selected day.



8 When you are finished creating the auto-date definition, choose **OK** to put the auto-date definition on your appointment, note, or task and close the Auto-Date dialog box.

9 After you have finished typing the information in the item, choose **OK** in personal items or **Send** in group items to schedule the auto-date occurrences.

Creating a Periodic Auto-Date Definition

Periodic mode lets you define the number of days between each event. For example, if you have a meeting every Friday, you can set the Start date in the Range to the date of the next meeting, then set the period to 7 days.

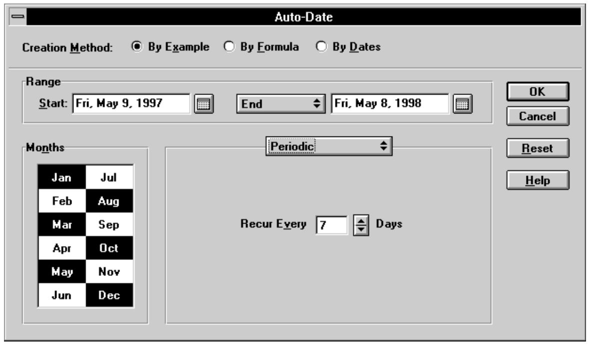
1 Open a personal or group appointment, task, or note.

2 Choose the **Send** menu, then choose **Auto-Date**.

3 Specify the range or number of occurrences for the auto-date.

4 Choose the months you want the item to be scheduled in.

5 Choose the **Days of the Week** pop-up list, then choose **Periodic**.



6 Type the number of days between events in the Recur Every text box.

The auto-date occurrences are scheduled that many days apart beginning on the Start date in the Range box. The occurrence extends to the End date, or until the item occurs as many times as you specified.

7 When you are finished creating the auto-date definition, choose **OK** to put the auto-date definition on your appointment, note, or task and close the Auto-Date dialog box.

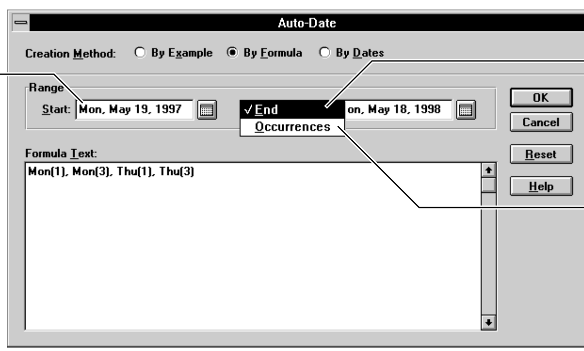
8 After you have finished typing the information in the item, choose **OK** in personal items or **Send** in group items to schedule the auto-date occurrences.

Writing an Auto-Date Formula

1 Open a personal or group appointment, task, or note.

2 Choose the **Send** menu, then choose **Auto-Date**.

3 Select **By Formula**.



4 Specify the range or number of occurrences for the auto-date.

Choose the **End** pop-up list, choose **Occurrences**, then type in the Occurrences text box how many times you want the event to occur.

5 Type the formula in the Formula Text box.

See *Auto-Date Functions* under *Additional Information* in this section.

6 When you are finished creating the auto-date definition, choose **OK** to save the auto-date definition and close the Auto-Date dialog box.

7 After you have finished typing the information in the item, choose **OK** in personal items or **Send** in group items to schedule the auto-date occurrences.

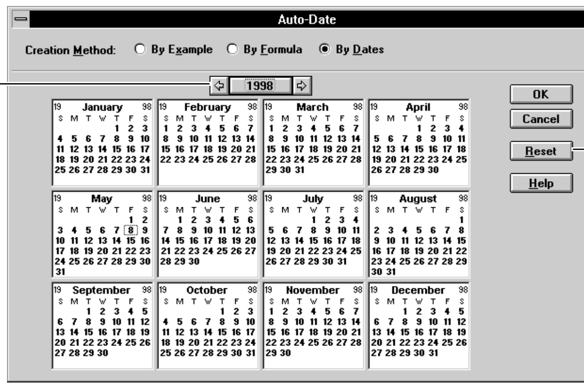
Creating an Auto-Date for Irregular Occurrences

At times it isn't possible to create a definition for auto-date occurrences because the occurrences you want are irregular. You can select the occurrences you want from the yearly calendar in By Dates. For example, you can mark all of the holidays you don't work on, such as Christmas or New Year's Day.

1 Open a personal or group appointment, task, or note.

2 Choose the **Send** menu, then choose **Auto-Date**.

3 Select **By Dates**.



The arrows on the left and right of the year let you change the year the yearly calendar displays.

You can choose Reset to clear the calendar of all selected dates.

4 Choose the dates you want to schedule occurrences on.

5 When you are finished creating the auto-date definition, choose **OK** to put the auto-date definition on your appointment, note, or task and close the Auto-Date dialog box.

6 After you have finished typing the information in the item, choose **OK** in personal items or **Send** in group items to schedule the auto-date occurrences.

Combining Auto-Date Definitions

Sometimes you may need to create an auto-date definition that includes regularly occurring dates along with irregularly occurring dates. You can use By Example to define the regularly occurring dates, then switch to By Dates to mark the irregular dates or By Formula to edit the formula text.

For example, you can use By Example to define your pay days and By Dates to mark any exceptions, such as when pay day falls on a holiday.

1 Open a personal or group appointment, task, or note.

2 Choose the **Send** menu, then choose **Auto-Date**.

3 Define the occurrences in By Example.

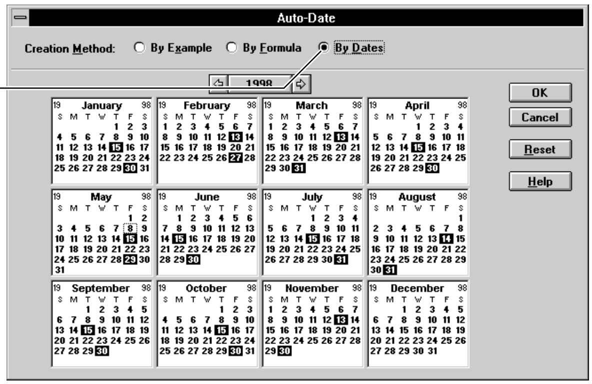
See *Creating an Auto-Date for Days of the Month*, *Creating an Auto-Date for Days of the Week*, or *Creating a Periodic Auto-Date Definition* earlier in this section.

4 When you are finished defining the Auto-Date, select **By Dates** to display the occurrences from By Example in the yearly calendar.

or

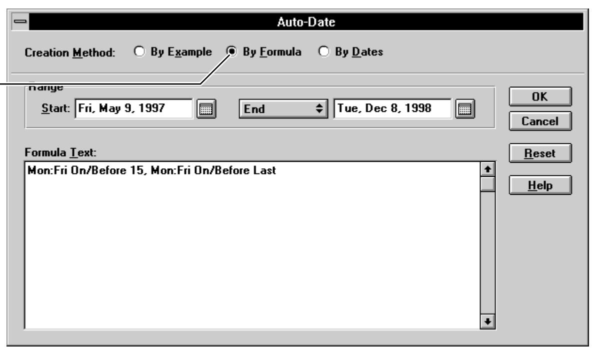
Select **By Formula** to display the formula from By Example in the Formula Text box.

By Dates shows the days defined in By Example.



If you selected By Formula, the dialog box might look like the following one.

By Formula displays the formula as defined in By Example.



5 If you chose **By Dates**, modify the displayed dates in the yearly calendar.

or

If you chose **By Formula**, edit the formula in the Formula Text box.

6 When you are finished creating the auto-date definition, choose **OK** to put the auto-date definition in your appointment, note, or task and close the Auto-Date dialog box.

7 After you have finished typing the information in the item, choose **OK** in personal items or **Send** in group items to schedule the auto-date occurrences.

Accepting Auto-Date Items

When you receive an auto-date item from another user, you receive notification for only the first item scheduled in the auto-date definition. However, all items will be displayed in your In Box. When you accept the item, you have the option of accepting the current item, or accepting all of the auto-date items.

HINT: The steps below are for accepting an item. However, you can use the same steps for declining an item by replacing *accept* with *decline*.

1 Open an auto-date item from the In Box or Notify dialog box.

2 Choose **Accept**.

A dialog box opens requesting you to accept the current auto-date item, or all of the auto-date items.

3 Choose **This Instance** to accept only the current item.
or
Choose **All Instances** to accept all of the auto-date items.

Deleting Auto-Date Items

When you delete an item that is part of an auto-date definition, you can delete the single occurrence or all occurrences of the auto-date.

1 Double-click the **In Box**, **Out Box**, or **My Calendar** icon in the Main Window.

2 Select an auto-date item, choose the **Actions** menu, then choose **Delete**.

A dialog box opens requesting you to delete the current auto-date item or all of the auto-date items.

3 Choose **This Instance** to delete only the current item.
or
Choose **All Instances** to delete all of the auto-date items.

4 If you are deleting an auto-date item from the Out Box, select **This Out Box**, **All In Boxes**, or **All Mailboxes**. See *Delete* or *Out Box*.

The item or items are deleted and placed in the Trash.

Additional Information

Editing an Auto-Date Definition

You can return to the Auto-Date dialog box and edit the definition as long as you haven't sent the auto-date item. To reopen the Auto-Date dialog box, choose the **Send** menu, then choose **Auto-Date**.

After you send an item, you can no longer edit the definition, but you can move an auto-date item in your Calendar as you would any scheduled item. See *Calendar*.

Auto-Date Functions

Every auto-date function has a priority. When GroupWise reads an auto-date formula, it performs functions in order of their priorities. (See *Grouping Operators* in this section to find out how you can group functions according to their priorities.) The table below lists all the functions and their priorities.

Function	**Priority**
A blank space (high priority And)	1
Plus or +	2
Minus or -	2
To or :	3
Every . . . Starting . . .	4
Every . . . Ending . . .	4
Before	5
On/Before	5
After	5
On/After	5
Near	5
Near/After	5
Or or,	6
Not or !	6
And or & (low-priority And)	7

The functions listed above, as well as the grouping operators (parentheses), are described below in order of priority, beginning with the highest.

IMPORTANT: If you type any part of an auto-date, you must use the exact spelling of the functions. For example, GroupWise reads "tue," but not "tues." (However, GroupWise is not case-sensitive; you don't have to capitalize formulas when you type them.)

Grouping Operators—( ) ◆ For some formulas, you need to use parentheses as grouping operators to change the priority of functions or to group functions together for clarification. For example, suppose you want to schedule all Tuesdays and Thursdays in July and August. You might try the following formula: **tue,thu jul,aug**. But because the high-priority And function (a space) has a higher priority than the Or function (a comma), this formula is performed as if parentheses were inserted as follows: **(tue)**,**(thu jul)**,**(aug)**, scheduling all Tuesdays in the range, all Thursdays in July, and all days in the month of August.

Notice how the meaning changes when parentheses are included, as in the following formula:

(tue,thu) (jul,aug)

This formula means that all scheduled days must fall on a Tuesday or Thursday, and must be in the month of July or August. The end result is that only Tuesdays and Thursdays in July and August are scheduled.

If you have any doubt about operator priority and how the formula will be evaluated, use parentheses to make sure the formula does what you want it to do.

Offset Functions—Plus (+), Minus (-) ◆ You can use Plus or Minus to add an offset to another function or group of functions. For example, suppose you want to schedule an event three days before the first Thursday in February for all years. You could type the following formula:

thu(1) feb –3

If you want to schedule an event two days after every January 25, you could type the following formula:

jan 25 plus 2

Range—To (:) ◆ The range function signifies a range of days. For example, to schedule Tuesday, Wednesday, and Thursday in every week of every year, you could type the following formula:

tue:thu

Periodic Functions—Every, Starting, Ending ◆ You can use Every in combination with the options in the Range box to schedule days at regular intervals beginning on a specific date and ending on a specific date or after a certain number of occurrences. For example, suppose you want to schedule a meeting that occurs weekly starting on April 3, 1997 and continuing through August 17, 1997. You could specify the range as starting April 3, 1997 and ending August 17, 1997 and use the following formula:

every 7

Relative Functions—Before, On/Before, After, On/After, Near, On/Near ◆ You can use these functions to schedule days relative to a specific date. For example, to schedule the Thursday closest to November 20 in a number of years, you could type the following formula and lengthen the range to several years:

thu on/near nov 20

Or (,) ◆ You can use the Or function to indicate that one or the other function or group of functions must hold true in order to schedule days. For example, if you wanted to schedule an appointment on the 15th day of each month, but only if the 15th falls on a Tuesday or Thursday, you would type the following formula:

15 (tue,thu)

Not (!) ◆ The Not function negates the function that follows it. For example, if you want to schedule all days in December except Tuesdays and Thursdays, you could use the following formula:

dec !tue !thu

Low-Priority And—(And or &) ◆ The low-priority And has the lowest priority of all functions. But like a space, the low-priority And function between two other functions indicates that both of the other functions must hold true. For example, the formula **tue,thu jul,aug** means that scheduled days must be in July or August. However, if you substitute the high-priority And (a space) with a low-priority And, the formula **tue,thu and jul, aug** means that scheduled days must be a Tuesday or Thursday and must be in July or August. In the first formula, the And function is evaluated before the Or function. In the second formula, the And function is evaluated after the Or function.

Last ◆ The Last function does not have a priority. Its only purpose is to specify the last day of every month when used by itself or to specify the last weekday (Sunday through Saturday) of every month when used after a day code word. For example, to schedule the last Sunday of every month, you would use the following formula:

last sun

Busy Search

It's difficult to schedule a meeting when you don't know who is busy. Busy Search lets you check everyone's schedules for free times. It not only marks the times when a user is already scheduled for a meeting, it marks times when the user has scheduled a personal appointment.

With Busy Search you can also search only the times when you want the appointment scheduled. For example, if you could only have the appointment on a Tuesday, Wednesday, or Friday between the hours of 10:00 and 3:00, why search on Mondays and Thursdays from 8:00 to 5:00? Likewise, you can broaden your search to include more than three months.

Finding an Appointment Time

1 Choose the **Schedule** pop-up list in the Main Window, then choose **Meeting**.

2 Choose **Address** to open the Address Book.

3 Double-click the users IDs in the List box to move them to the Send To box, then choose **OK** to close the Address Book and return to the appointment.

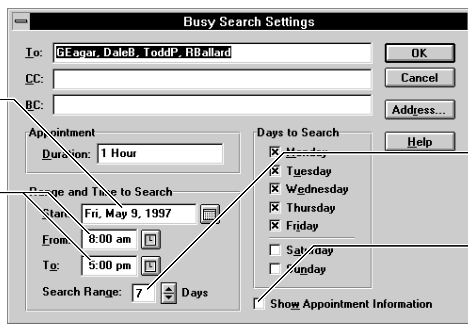
HINT: You can also access the Busy Search Settings dialog box from the Send menu in the Main Window. An appointment doesn't have to be open to perform a busy search.

The usernames appear in the To box in the appointment.

4 Choose **Busy?** to open the Busy Search Settings dialog box.

The Start text box lets you indicate the first day you want to find a free time.

The From and To text boxes let you determine the time during which you want to schedule the appointment.



The Search Range box lets you select the number of days you want to search.

Show Appointment Information lets a user who has access rights to your Calendar see why you cannot attend a meeting.

5 Type the length of the appointment in the Duration text box, if other than the default.

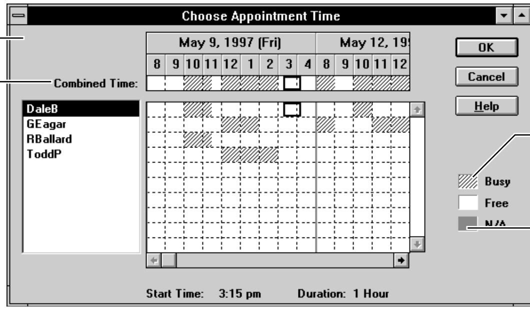
6 Type the start date, time, and range to search in the Range and Time to Search group box.

7 Select the days you want to search in the Days to Search group box, then choose **OK** to open the Choose Appointment Time dialog box.

A user's name is dimmed until the information is found. A line through a user's name means you cannot get busy information for that user.

The status message disappears when the search is completed.

Combined Time shows times when everyone is free and when one or more people are busy.



This legend helps you remember what the shaded patterns in the Combined Schedule box indicate.

This pattern will appear in the Combined Schedule box when GroupWise cannot access a user's or resource's schedule.

8 Click the scroll arrows in the box to move to an available day and time interval, then select the time you want in the Combined Time box.

The top bar in the Choose Appointment Time dialog box is the combination of all users' busy times.

9 Choose **OK** to close the Choose Appointment Time dialog box and enter the date and time in the Start Date text boxes.

Additional Information

Show Appointment Information

If you select **Show Appointment Information** in the Busy Search Settings dialog box, you can view the details of the appointments scheduled for you or the people you are a proxy for. An i with a circle around it appears next to the name of everyone whom you can see appointment details for. The bottom portion of the Choose Appointment Time dialog box displays the address boxes, subject, date, time, and duration for any block of time you click. If you don't have read rights for that person, Choose Appointment Time displays only the name of the person and the date, time, and duration of the appointment.

In Case of a Long Busy Search

The Choose Appointment Time dialog box can be minimized so you can perform other actions while you are doing a busy search that takes a long time. The text of the icon indicates how many users' schedules have been checked for busy times (for example, 6 of 10) and the hourglass remains on the icon until the search is completed.

Busy Search Preferences

Use Busy Search Preferences to set default options including Appointment Length, Range and Time to Search, and Days to Search.

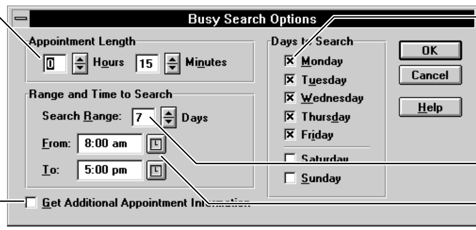
Setting Your Busy Search Options

1 Choose the **File** menu, then choose **Preferences** to open the Preferences dialog box.

2 Double-click **Busy Search** to open the Busy Search Options dialog box.

Appointment Length lets you specify the minimum appointment length displayed.

Select this check box to view more information about other users' existing appointments if you have access rights.



An 'x' in the check box next to each day means that day will be included in the search.

You can use Search Range to specify the number of days you want to search.

From and To let you specify the range of times to search each day.

3 Select your settings, choose **OK**, then choose **Close** to close the Preferences dialog box.

Button Bar

Use Button Bar to make commands, macros, or applications you use frequently easily accessible. You can have a different Button Bar for each view type.

Creating or Editing Button Bars

1 Make sure the Button Bar is displayed, choose the **View** menu, then choose **Button Bar Preferences**.

You can also right-click the Button Bar, then choose **Button Bar Preferences**.

2 Choose **Create**, type a name for the Button Bar, then choose **OK**.

or

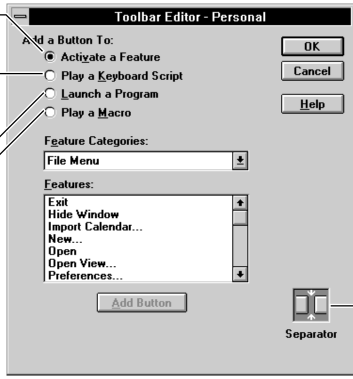
Select a Button Bar in the **Available Button Bars** list box, then choose **Edit**.

Activate the feature or submenu you select.

Play the keyboard script you type.

Run another program.

Play the macro you select.



Drag separators onto the Button Bar to separate items.

You can select what a button does and change how the button appears on the Button Bar.

3 Select **Activate a Feature**, select a feature category, select the feature you want, then choose **Add Button**.

or

Select **Play a Keyboard Script**, type the keystrokes you want the button to play, then choose **Add Script**.

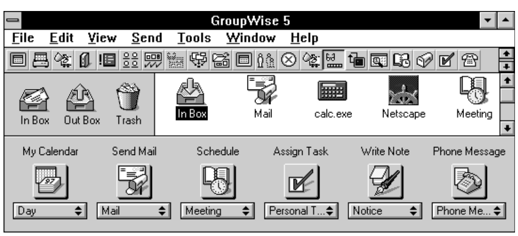
or

Select **Launch a Program**, choose **Select File**, select the file that runs the program, then choose **OK**.

or

Select **Play a Macro**, choose **Add Macro**, specify the filename and location of the macro you want the button to play, then choose **OK**.

When you add more buttons than can display on screen, you can use the scroll arrows to see the next row of buttons.



4 Repeat step 3 until you have added buttons for all the features, scripts, programs, and macros you want on the Button Bar.

IMPORTANT: You may need to move the Button Bar Editor dialog box to see your entire Button Bar. The Button Bar Editor dialog box must remain open to complete the following steps.

5 Move a button on the Button Bar by dragging it to the place where you want it.

6 Delete a button from the Button Bar by dragging it off the Button Bar.

7 Move a separator onto the Button Bar by dragging the separator to the place where you want it.

8 When you have finished creating your Button Bar, choose **OK** to exit the Button Bar Editor.

Displaying/Hiding a Button Bar

To display or hide a Button Bar in any view or window,

1 Choose the **View** menu, then choose **Button Bar**.

Once you have displayed a Button Bar, you can click any of its buttons that are not dimmed.

The current Button Bar is displayed in the window or view until you choose Button Bar again. If you exit and restart GroupWise, the current Button Bar is still displayed. Each window or view displays a Button Bar specific to the needs of that window or view. You can customize these Button Bars if you want.

Selecting a Button Bar

1 Make sure the Button Bar is displayed, choose the **View** menu, then choose **Button Bar Preferences** to open the Button Bar Preferences dialog box.

GroupWise displays only the Button Bars that apply to the current view or window.

2 Select the name of the Button Bar you want to use in the Available Button Bars list box, then choose **Select**.

Customizing Buttons

You can customize the text and graphics that appear on Button Bar buttons. You can also edit the help prompts that accompany the buttons.

1 Make sure the Button Bar is displayed, choose the **View** menu, then choose **Button Bar Preferences**.

HINT: You can also right-click the Button Bar, then choose **Button Bar Preferences**.

2 Select the Button Bar you want, then choose **Edit**.

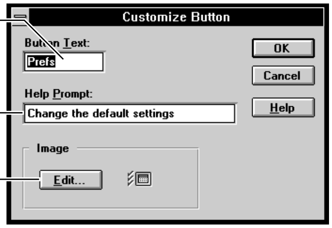
IMPORTANT: You may need to move the Button Bar Editor dialog box to see your entire Button Bar.

3 Double-click the button you want to customize.

Specify the text that appears on the button.

Specify the help prompt that displays when you place the mouse pointer on the button.

Choose Edit to change the button graphic.



4 Type the text you want to appear on the Command button in the Button Text box.

5 Type the text you want to appear as a help prompt in the Help Prompt text box.

6 Choose **Edit** to change the button graphic in the Button Bar Image Editor. See *Editing Button Bar Graphics* below.

7 Choose **OK** and **Close** until you exit the Button Bar Editor.

Editing Button Bar Graphics

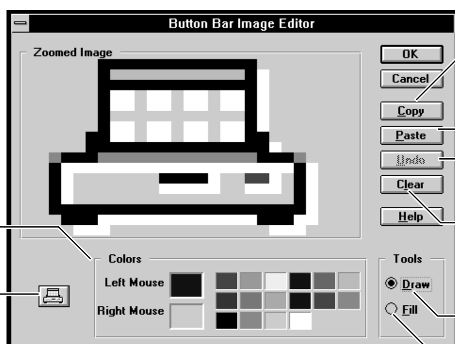
All buttons have a default button graphic. You can customize this bitmap or create your own.

1 Make sure the Button Bar is displayed, choose the **View** menu, choose **Button Bar Preferences**, then select the Button Bar you want to edit.

2 Choose **Edit**, double-click the button you want to customize, then choose **Edit** again.

Select these colors to change the bitmap graphic.

The sample button displays your last five changes.



Use Copy to copy a graphic to the Clipboard.

Use Paste to paste the Clipboard contents to the Image Editor.

Use Undo to undo your changes.

Use Clear to remove the entire bitmap graphic and leave a blank button for you to work on.

Select Draw to change the bitmap one square at a time.

Select Fill to change areas of the same color to a different color.

3 Edit the default image, or create a new image.

4 Choose **OK** and **Close** until you exit Button Bar Preferences.

Setting Application Launch Properties

You can specify the command line and working directory for buttons that launch applications.

1 Make sure the Button Bar is displayed, choose the **View** menu, then choose **Button Bar Preferences**.
2 Select the Button Bar you want, then choose **Edit**.
3 Double-click the application button you want to set launch properties for.
4 Choose **Properties**, then specify the command line for the application.
5 Specify the working directory for the application.
6 Select **Run Minimized** if you want the application to be minimized when it opens.
7 Choose **OK** and **Close** until you exit Button Bar Preferences.

Editing Keyboard Scripts

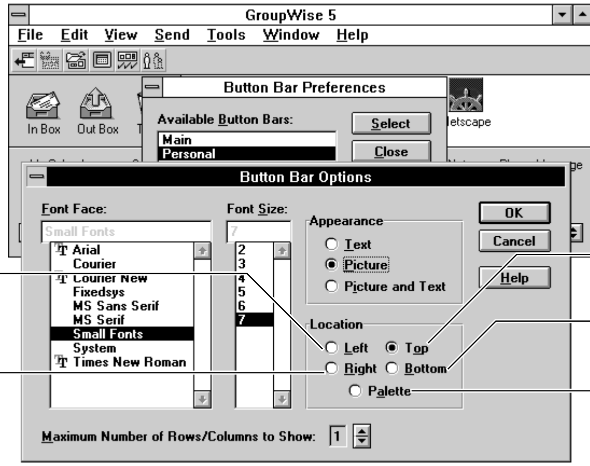
You can edit the text of keyboard scripts for buttons that play them.

1 Make sure the Button Bar is displayed, choose the **View** menu, then choose **Button Bar Preferences**.
2 Select the Button Bar you want, then choose **Edit**.
3 Double-click the keyboard script button you want to edit.
4 Choose **Properties**, then edit the text in the Script text box.
5 Choose **OK** and **Close** until you exit the Button Bar Preferences.

Setting Button Bar Appearance

1 Make sure the Button Bar is displayed, choose the **View** menu, then choose **Button Bar Preferences**.
2 Choose **Options**.
3 Select the font you want to appear on the buttons from the Font Face list box.
4 Select the font size you want to appear on the buttons from the Font Size list box.
5 Specify whether you want the Button Bar to display with Text only, with a Picture only, or with Picture and Text.

6 Select an option from the Location group box to position the Button Bar on your screen.



7 Specify how many rows or columns of the Button Bar you want to display in the view by typing a number in the Maximum Number of Rows/Columns to Show text box. The maximum number is three.

The more rows or columns you specify, the more screen space the Button Bar will use. If you choose **Palette**, this option will be dimmed.

8 Choose **OK** and **Close** until you exit the Button Bar Preferences.

Calendar

Use Calendar to manage scheduled items, such as appointments, folders/projects, notes, and tasks.

Concepts

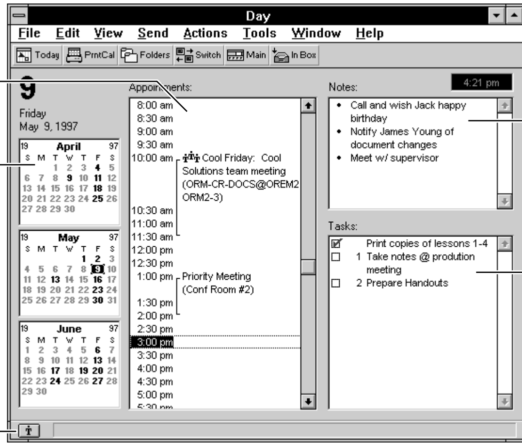
Calendar Features

A calendar view can include the Appointments list, the Folders/Projects list, the Notes list, the Tasks list, monthly calendars, text boxes, OLE objects, graphics, movies, and item lists. See *OLE* and *GroupWise View Designer*.

Appointments list

Monthly calendars

Proxy pop-up list

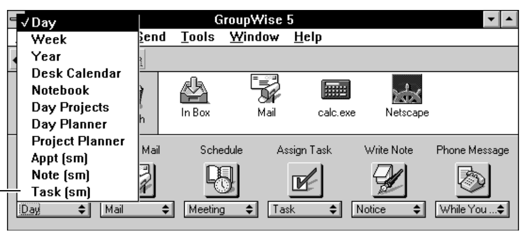


Notes list

Tasks list

You can view your Calendar in a daily, weekly, yearly, or project/folder format, or create your own custom calendar view. The My Calendar pop-up list lets you choose which view you want.

The My Calendar pop-up list lets you view scheduled items in various formats.



Reading an Item

You can read an item from all calendar views except the Year view.

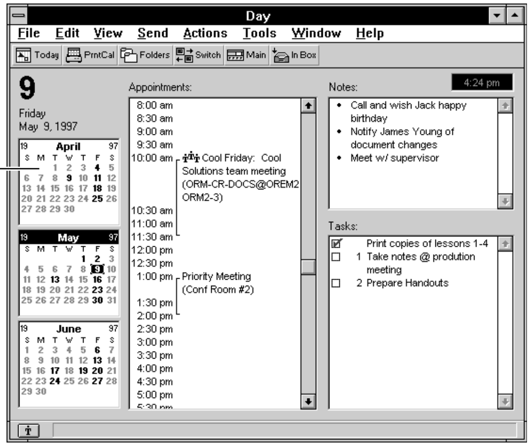
1 Choose the **My Calendar** pop-up list in the Main Window, then choose a calendar view.

2 Double-click the item you want to open.

Rescheduling Items

1 Choose the **My Calendar** pop-up list in the Main Window, then choose any calendar view that includes an Appointments list and a monthly calendar.

You can use the monthly calendar to go to a new date.



You can reschedule items to a different day in calendar views such as the Day Projects view.

2 Select the date of the appointment in the monthly calendar.

3 Select the item you want to reschedule in the Appointments, Notes, or Tasks lists.

4 Drag and drop the item on a different day in the monthly calendar.

or

To change the time of an appointment, drag the appointment to a different time in the Appointments list. See *Changing the Length of an Appointment* in this section.

If you are rescheduling a personal item, GroupWise moves the item to the new day.

If you are rescheduling a group item, a dialog box appears giving you the option to perform a Busy Search or edit the item. If you choose **Yes**, GroupWise opens the appointment view where you can make changes or choose **Busy?** to perform a Busy Search for the new appointment time. Choose **Send** to have GroupWise reschedule the item for everyone. The users you scheduled can then accept or decline the new time. If you choose **No**, GroupWise automatically reschedules the appointment for everyone.

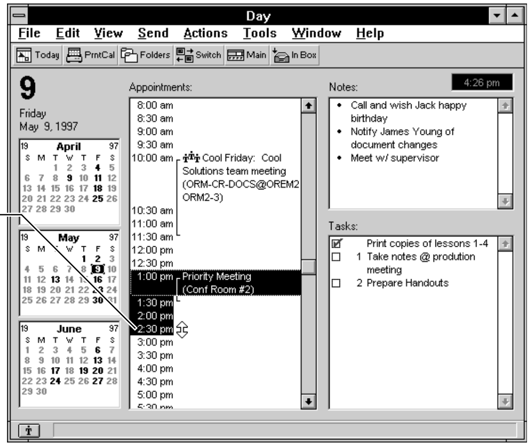
IMPORTANT: You can only reschedule a group item if you were the one who initially scheduled the item.

Additional Information

Changing the Length of an Appointment

You can change the length of the appointment (for example, from one hour to two hours) in the Appointments list box. Change the length of the appointment by dragging the handle at the end of the appointment to the new ending time.

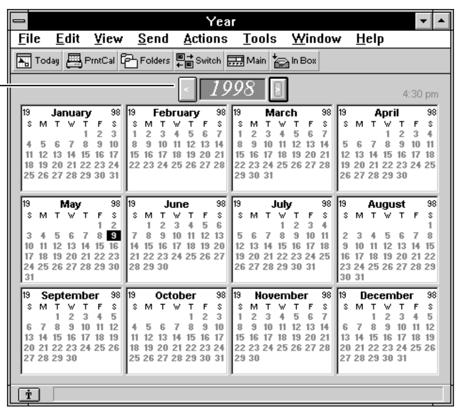
Drag the handle at the end of the appointment down to the new ending time to lengthen the appointment.



Year Calendar

The Year Calendar view shows you your Calendar in yearly mode and indicates which days have items associated with them. To view a specific day's events, double-click that day to display the default calendar view.

The arrows next to the year let you display a different year.



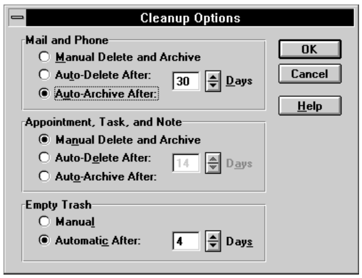
Cleanup Preferences

Use Cleanup Options in Preferences to specify how long opened items are kept in the In Box, Out Box, Calendar, and Trash.

Selecting Cleanup Options

1 Choose the **File** menu, then choose **Preferences** to open the Preferences dialog box.

2 Double-click **Cleanup** to open the Cleanup Options dialog box.



The cleanup options are explained in the following table.

Cleanup Option	Description
Manual Delete and Archive	Leaves items in the In Box, Out Box, and Calendar until you delete or archive them manually
Auto-Delete After _ Days	Deletes opened items that have been in the In Box, Out Box, and Calendar for the number of days you specify in the text box
Auto-Archive After _ Days	Archives opened items that have been in the In Box, Out Box, and Calendar for the number of days you specify in the text box
Manual	Leaves items in the Trash until you manually delete them using Empty Trash or Empty Selected Items
Automatic After _ Days	Deletes items that have been in the Trash for the number of days you specify in the text box

3 Select a cleanup option in each of the group boxes.

4 Choose **OK** to close the Cleanup Options dialog box.

5 Choose **Close** to close the Preferences dialog box.

Clipboard

Use the Clipboard to save text from one text box and paste it into another. GroupWise uses the Windows Clipboard which lets you copy and paste between applications.

Concepts

Storing Items

The Clipboard is a place in memory where you can temporarily store information.

After you use Paste, the text remains on the Clipboard and can be pasted as many times as you like until you cut or copy additional text. When you cut or copy other text, it replaces the information previously on the Clipboard.

When you are creating an item to be sent, you can cut or copy text to the Clipboard for later use. You can use Paste to retrieve the text from the Clipboard and insert the text at the location of the insertion point. You can paste text into any field in an item.

Pasting Text

Cut moves text to the Clipboard so you can paste it elsewhere. Copy leaves the original text where it is and places a copy of the text on the Clipboard.

1. Select the text you want to cut or copy.
2. Choose the **Edit** menu, then choose **Cut** or **Copy**.
3. Choose the text box you want to paste to, choose the **Edit** menu, then choose **Paste**.

Date Difference

Use Date Difference to calculate the number of days between two dates.

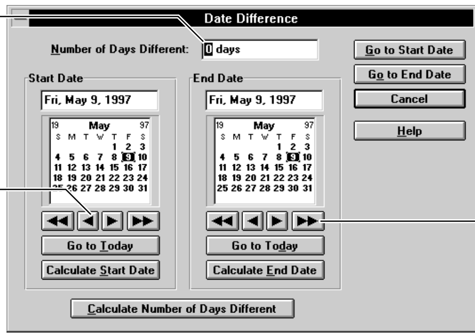
Calculating the Number of Days Between Two Dates

1 Double-click **My Calendar** in the Main Window.

2 Choose the **View** menu, then choose **Date Difference** to open the Date Difference dialog box.

The difference between the two dates appears in the Number of Days Different box.

You can click the single arrow buttons to move backward or forward a month.



You can click the double arrow buttons to move backward or forward a year.

3 Click the date you want in the Start Date calendar box.

4 Click the date you want in the End Date calendar box.

5 Choose **Calculate Number of Days Different** to display the number of days between the start and the end date.

6 Click **Cancel** to close the Date Difference dialog box.

Additional Information

Date Limits

GroupWise has a limit for how early and how late the dates you use can be. The limits are 1/1/1970 to 12/31/2106. You can choose **Go to Start Date** or **Go to End Date** to open the calendar view to the date listed in Start Date or End Date boxes. Choose **Calculate End Date** to find the date that is the Start Date plus the Number of Days Different. Choose **Calculate Start Date** to find the date that is the End Date minus the Number of Days Different.

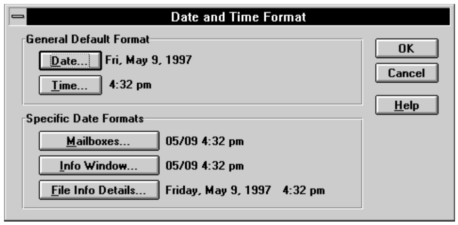
Date and Time Format Preferences

Use Date and Time Format Preferences to choose the way the date and time are displayed in GroupWise.

Setting the Date and Time Formats

1 Choose the **File** menu, then choose **Preferences** to open the Preferences dialog box.

2 Double-click **Date Time Format** to open the Date and Time Format dialog box.



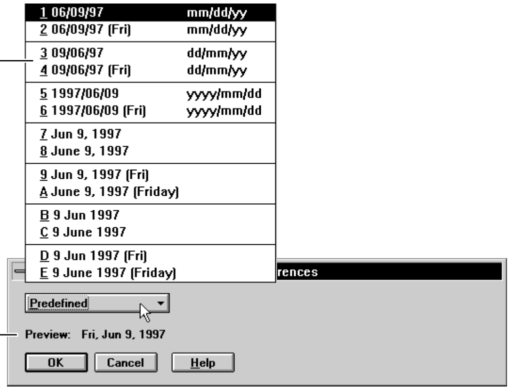
The following table lists the options and what they affect.

Option	**What It Affects**
Date	Start Date and End Date boxes within appointment, task, and note views; dialog boxes such as Date Difference; and the Creation Date in the Information window.
Time	The Appointments list in Calendar, the Start Date and End Date time boxes in appointments, and the Creation Date in the Information window.
Mailboxes	The date for each item listed in the In Box, Out Box, and Trash.
Info Window	The status times (for example, when a user opened a message) in the Information window.
File Info Details	The file creation date and time in the Information window.

3 Choose **Date** to open the Date Preferences dialog box, then choose the date format you want from the Predefined pop-up list.

The Predefined pop-up list lets you choose between several time formats.

The Preview field shows you how the time format you choose will be displayed.

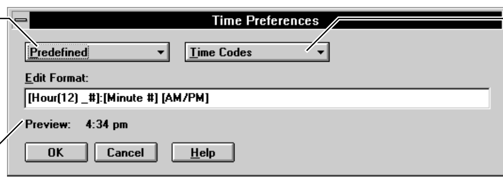


4 Choose **OK** to close the Date Preferences dialog box.

5 Choose **Time** to open the Time Preferences dialog box, then choose the time format you want from the Predefined and Time Codes pop-up lists.

The Predefined pop-up list lets you choose between several time formats.

The Preview field shows you how the time format you choose will be displayed.



The Time Codes pop-up list lets you choose minute and hour time code combinations.

6 Choose **OK** to close the Time Preferences dialog box.

The Specific Date Formats group box lets you set specific date and time preferences for your Mailboxes, the Info window, and File Info Details.

7 Choose **OK** when you are finished specifying the preferences to close the Date and Time dialog box.

8 Choose **Close** to close the Preferences dialog box.

Decline

Use Decline to refuse scheduled appointments, tasks, or notes. When you refuse an item, Decline lets you send an explanation to the sender.

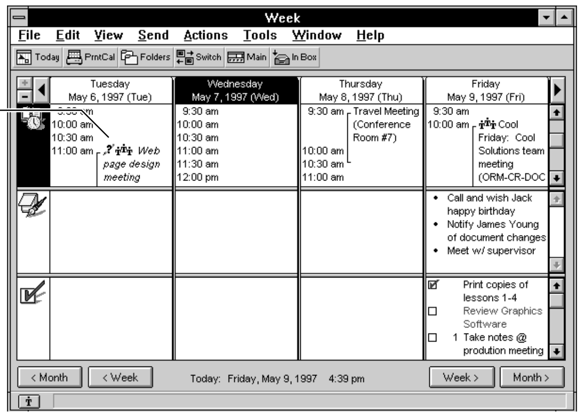
Concepts

Waiting to Accept an Item

Anytime a user schedules you for an appointment, task, or note, you have the option of accepting or declining it. Until you accept or decline the item it is displayed in the Calendar in italics with a question mark.

When you accept an item, the item displays in the Calendar in normal text. When you decline an item, GroupWise deletes the item from the In Box and Calendar and places the item in your Trash.

This item has not been accepted.



Declining an Item

1. Double-click **In Box** or **My Calendar** in the Main Window, then double-click the item to open it.
2. Choose **Decline** to open the Decline With Comment dialog box.
3. Type a comment if you want, then choose **OK**.

After you decline the item, the item closes and is deleted from your In Box and Calendar, and is placed in your Trash.

Additional Information

Trash and Decline

When you decline an item, GroupWise places it in the Trash. If you want to accept the item later, you can undelete the item from the Trash, then accept it. However, you need to undelete the item before the Trash is emptied.

Declining an Item Without Opening It

If you don't need to read the item to know you will decline it, you can select the item in the In Box or Calendar, choose the **Actions** menu, then choose **Decline**.

Determining If an Item Has Been Declined

GroupWise has two ways of letting you know who has declined an item you sent.

The first is a return receipt. The Preferences for the item lets you choose to receive a return receipt every time a recipient declines an item you schedule. If you want to receive a return receipt for a single appointment or task, you can specify that in Send Options when you send the item. If the recipient of your scheduled item includes a comment while declining the item, the comment will appear in the return receipt as well as in your Out Box Information window.

You can also determine who has declined appointments, tasks, and notes by looking at the Information window. Open the **Out Box**, then double-click the item you want information for. The Information window lists who has accepted or declined your appointment, task, or note and who has not responded. If the recipient has included a comment, the comment is also displayed. See *Info*.

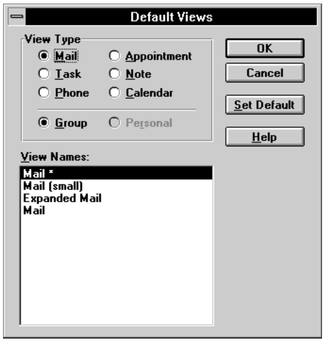
Default Views Preferences

Use Default Views to specify a default view for each group item type and personal item type.

Selecting a Group View

The default group view you select for an item is opened when you choose the Send Menu, then choose an item type such as New Mail. The default view you choose is also used to display items you open that are sent in a standard view.

1. Choose the **File** menu, then choose **Preferences** to open the Preferences dialog box.
2. Double-click **Default Views** to open the Default Views dialog box.



3. Select **Mail**, **Appointment**, **Task**, **Note**, **Phone**, or **Calendar** in the View Type group box.
4. Select a view in the View Names list box.
5. Choose **Set Default** to make the selected view the default.

GroupWise places an asterisk (*) next to the view name you selected.

6 Repeat steps 3 through 5 until you have selected a default view for each view type.

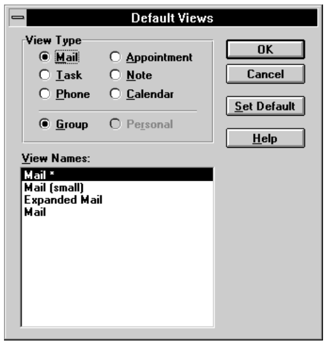
7 Choose **OK**, then choose **Close** to close the Preferences dialog box.

Selecting a Personal View

The default personal view is opened when you double-click an empty area in the Appointments, Tasks, or Notes list.

1 Choose the **File** menu, then choose **Preferences** to open the Preferences dialog box.

2 Double-click **Default Views** to open the Default Views dialog box.



3 Select **Task**, **Appointment,** or **Note** in the View Type group box, then select the **Personal** radio button.

4 Select a view in the View Names list box.

5 Choose **Set Default** to make the selected view the default.

GroupWise places an asterisk (*) next to the view name you selected.

6 Repeat steps 3 through 5 until you have selected a default view for each view type.

7 Choose **OK**, then choose **Close** to close the Preferences dialog box.

Additional Information

Changing the Default View from the Main Window

You can also change the view that opens when you double-click an item icon in the Main Window by pressing the **Alt** key while choosing a view from the item view pop-up list.

Default Views

When you choose the **Send** menu, then choose **New Appointment**, **New Task**, or **New Note**, GroupWise opens the default group view you selected; it will not open a personal view. GroupWise opens the default personal view you selected when you press **Insert**, press **Enter**, or double-click in an empty area in the Appointments list, Tasks list, or Notes list of any calendar view.

Delegate

Use Delegate to assign another user to complete a task or attend an appointment for you. You can also delegate notes or routed items. When a task is assigned to a department, the department manager can use Delegate to assign that item to a user or a group of users.

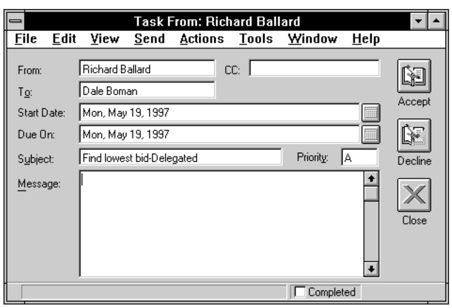
Delegating an Item

1. Double-click **In Box** or open a calendar view, then select the item you want to delegate.
2. Choose the **Actions** menu, then choose **Delegate** to open the Delegate dialog box.
3. Choose **Address** to open the Address Book.
4. Double-click the user you want to delegate the task or appointment to, then choose **OK** to close the Address Book.
5. Type your comments to the new recipient.
6. Choose **Send**.

When the user accepts the delegated item, the originator of the item can check the Information window to see the status of the item.

Completing a Delegated Task

1. Double-click **In Box** or open a calendar view, then select the task that was delegated to you.
2. When you have completed the delegated task, select the **Completed** check box, then choose **Close**.



IMPORTANT: When an item is delegated, the original sender can get information about the item by choosing **Info** in the Out Box. Among other things, the sender can see who received the item, who delegated it, and who completed it along with the time and the date.

Additional Information

Using Rules to Delegate

You can use the Rules feature to delegate a task or appointment that is sent to you depending on the urgency or who it is from.

You can also create a rule to delegate items for you if you are on vacation. See *Rules*.

Delete

Use Delete to remove text or an item from your Calendar, In Box, Out Box, Shelf, or attachments.

Deleting an Item

1 Double-click **In Box**, **Out Box**, or **My Calendar** in the Main Window.

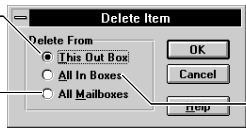
2 Select the item you want to delete.

3 Choose the **Edit** menu, then choose **Delete**.

If you deleted an item from the In Box or Calendar, your item is deleted and placed in the Trash. If you deleted an item from the Out Box, the Delete Item dialog box appears.

Deletes items from your Out Box only

Deletes an item from your Out Box and the In Boxes of all recipients who have not yet opened the item



Deletes an item from all recipients' In Boxes if the item has not yet been opened

4 Select the option you want, then choose **OK** to place the item in the Trash.

IMPORTANT: If you delete an appointment, task, or note from your Out Box, and chose **All In Boxes** or **All Mailboxes**, it is removed from all users' Calendars, even if they already opened and accepted the item.

Deleting Text

You can delete text in an item when you are creating it.

1 Select the text you want to delete.

2 Choose the **Edit** menu, then choose **Delete**.

Additional Information

Deleting Multiple Items

You can **Shift**-click or **Ctrl**-click while selecting items to delete multiple items at the same time. Select the first item in the list you want to delete, then **Shift**-click the last item you want to delete. All items in the range will be deleted. **Ctrl**-click to select multiple items that are not in a range.

Dragging Items to the Trash

You can drag an item you want to delete from the In Box, the Out Box, or a calendar view and drop it on the Trash icon in the Main Window. See *Trash*.

Environment Preferences

Use Environment Preferences to customize GroupWise.

Choosing the Language

If you have another language module, language lets you choose the language that is displayed in GroupWise. The language you select affects only the interface, not user IDs or items you receive or send.

1. Choose the **File** menu, then choose **Preferences** to open the Preferences dialog box.
2. Double-click **Environment** to open the Environment dialog box.
3. Choose the language you want from the **Language** drop-down menu.
4. Choose **OK**, then choose **Close** to close the Preferences dialog box.

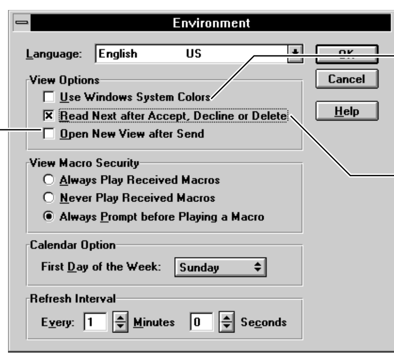
The selected language will be used when you restart GroupWise.

Selecting View Options

The View Options let you choose how views are displayed in GroupWise.

1. Choose the **File** menu, then choose **Preferences**.
2. Double-click **Environment** to open the Environment dialog box.

Opens a new item view when you send an item so you can send another item



Displays views in the colors you defined in the Colors control panel in the Windows Program Manager

Displays the next item in the Item list box when you accept, decline, or delete an item

3. Select the View Options you want, choose **OK**, then choose **Close**.

Setting Macro Security

View Macro Security lets you decide if you want attached macros to play automatically when you open an item, to not play at all, or to prompt you first.

1. Choose the **File** menu, then choose **Preferences** to open the Preferences dialog box.
2. Double-click **Environment** to open the Environment dialog box.
3. Select the View Macro security option you want, then choose **OK** to close the Environment dialog box.
4. Choose **Close** to close the Preferences dialog box.

Setting the First Day of the Week

The Calendar Option lets you change the first day that GroupWise displays in the calendar views.

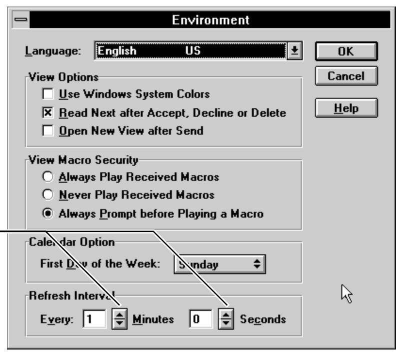
1. Choose the **File** menu, then choose **Preferences** to open the Preferences dialog box.
2. Double-click **Environment** to open the Environment dialog box.
3. Choose the day you want to appear as the first day of the week from the First Day of the Week pop-up list, then choose **OK** to close the Environment dialog box.
4. Choose **Close** to close the Preferences dialog box.

Changing the Refresh Interval

Refresh Interval lets you specify how frequently GroupWise checks your Mailbox for incoming items and displays them in the In Box or Calendar. The shorter the interval, the more GroupWise must check for new items. This will affect other users on your host as more network traffic is generated.

1. Choose the **File** menu, then choose **Preferences** to open the Preferences dialog box.
2. Double-click **Environment** to open the Environment dialog box.

You can use the increment arrows to select minutes or seconds.



3. Select the **Every Minutes** and **Seconds** time fields, type the new interval in each text box, then choose **OK** to close the Environment dialog box.
4. Choose **Close** to close the Preferences dialog box and return to the Main Window.

Exit

Use Exit to close the GroupWise application.

1. Choose the **File** menu in the Main Window.
2. Choose **Exit**.

Filter

Use Filter to display specific items. For example, you can create a filter that displays items you have already opened and accepted.

Concepts

How Can I Use Filter?

If you receive a huge amount of items every day or need to leave items in your In Box indefinitely, you probably have a difficult time finding items. Filter lets you display items according to specific criteria. You can also use it to hide items that might otherwise get in your way. A good example of hiding items is the default filter. Instead of filling up your In Box with items you have already accepted, the filter hides them so you don't have to scroll past them while looking for an important item.

Filtering Items

Filter displays items according to the criteria you specify. It does not delete or move items. If an item isn't displayed, it may still be in your mailbox. If you change the filter definition to show all items and the item doesn't appear, the item has been deleted, archived, or moved to another folder.

Filtering a List Box

You can filter the In Box, Out Box, Appointments list, Tasks list, Notes list, or Trash. The filter normally works only on the list box that you have chosen.

If you select **Apply to All Controls on Calendar View** in the Filter dialog box, the filter applies to all of the boxes that are displayed in a calendar view, whether the box is an Item list box or a Tasks, Notes, or Appointments list box. The Apply to All Controls on Calendar View check box is dimmed when you are filtering the In Box, Out Box, or Trash.

Choosing Filter Options

The Filter dialog box lets you select the items you want to appear in the list box you are filtering. You can also use Filter to display only the items that have certain attributes, such as items received from a specific sender, items sent to a specific recipient, items including attachments, items that have not been marked completed, and so forth.

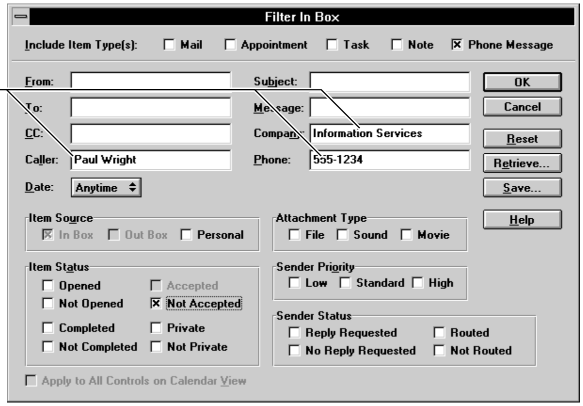
You can choose the items by selecting the appropriate check boxes, with the exception of the address text boxes and Date range. The selection attributes are described below.

Include Item Type(s) ◆ Item Type lets you select the items you want displayed. When you select one or more item type, GroupWise displays only the checked items.

Address Text Boxes ◆ The address text boxes let you type the usernames included in items you want displayed in the list box. GroupWise displays only the items that contain the usernames you typed in the corresponding boxes. Blank boxes indicate that GroupWise won't use that box to filter out items. You can use the boolean operators & and ¦ in the filter text boxes to make the filter more specific or broad.

Some items include more fields than others. If you select one of those items alone, such as a phone message, GroupWise displays the additional text boxes you can use to define the filter.

The additional phone message text boxes



The table below lists the items that include additional text boxes.

Item	Additional Text Boxes	Description
Appointment	Place	Lets you display the appointments that are scheduled at a specific place
Task	Priority	Lets you display tasks that have a specific priority
Phone Message	Caller Company Phone	Let you display the phone messages from a certain person, business, or phone number

Date ◆ The Date drop-down list lets you specify a time range for the items you want to see. For example, if you want to view all of the appointments you have received, but only the ones after today, you can choose **After**, then type the start date.

Date lets you choose Anytime, Before, On, After, or Between to specify the range you want.

Date Option	Explanation
Anytime	Lets you display items regardless of the date they are sent on or scheduled for
Before	Lets you display items that are sent or scheduled before a specified date
On	Lets you display items that are sent on or scheduled for a specified date

Date Option	Explanation
After	Lets you display items that are sent or scheduled after a specified date
Between	Lets you display items that are sent on or scheduled between two specified dates

Item Source ◆ Item Source lets you select whether the items displayed are incoming or outgoing. When you filter the In Box or Out Box, the selection is already made. Personal lets you select whether you want to display your personal items such as tasks, appointments, or notes.

Item Status ◆ Item Status lets you display items that have been acted upon in a certain way. For example, you can display items that have been opened but not accepted.

The Item Status attributes are arranged in pairs: Opened and Not Opened; Accepted and Not Accepted; Completed and Not Completed; Private and Not Private. When neither attribute in the pair is selected, GroupWise displays both options. If one is selected, GroupWise deselects the other. The only Item Status Options allowed for filtering the Out Box are Private and Not Private.

Attachment Type ◆ Attachment Type lets you display only the items that include a specific type of attachment. When none of the types is selected, GroupWise displays any item whether it includes an attachment or not.

Sender Priority ◆ Sender Priority lets you display only the items that are sent with a specific priority. For example, you can display only the high priority items.

Sender Status ◆ Sender Status lets you display items that include certain send options. For example, you can display only items in which the sender requested a reply.

The Sender Status attributes are arranged in pairs: Reply Requested and No Reply Requested; Routed and Not Routed.

Reply Requested lets the sender request a response from the recipient. When you select **Reply Requested** in the Filter dialog box, only mail and phone messages can appear, because Reply Requested is not available for any other item type.

Routed lets you display all of the items that are sent or received with a routing slip or only items that don't include a routing slip.

Filtering Items

1. Double-click **In Box**, **Out Box**, **Trash**, or **My Calendar** in the Main Window, then select the list box you want to filter.
2. Choose the **View** menu, then choose **Filter** to open the Filter dialog box.
3. Select the items and the options you want the list box to display.

If you want to save the filter, choose **Save** to open the Save Filter dialog box, type a name in the Filename text box, then choose **OK**.

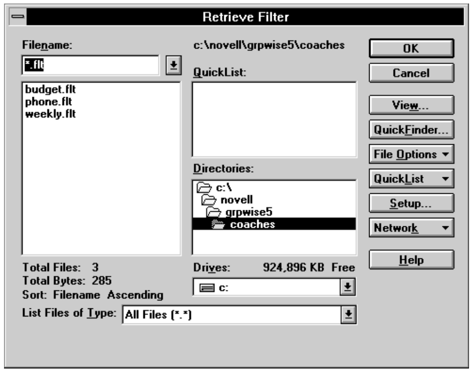
4. Choose **OK** to close the Filter dialog box.

Retrieving a Filter

1 Double-click **In Box**, **Out Box**, **Trash**, or **My Calendar** in the Main Window, then select the list box you want to filter.

2 Choose the **View** menu, then choose **Filter** to open the Filter dialog box.

3 Choose **Retrieve** to open the Retrieve Filter dialog box.



4 Select the filter you want to retrieve from the Filename list box, or type the filename in the Filename text box, then choose **OK**.

The filter appears in the Filter dialog box.

5 Choose **OK** to close the Filter dialog box.

Placing a Filtered View on the Shelf

You can save a filtered view on the Shelf for easy access.

1 Double-click **In Box**, **Out Box**, **Trash**, or **My Calendar**, then select the list box you want to filter.

2 Choose the **View** menu, then choose **Filter** to open the Filter dialog box.

3 Select the Filter settings you want, then choose **OK** to close the Filter dialog box.

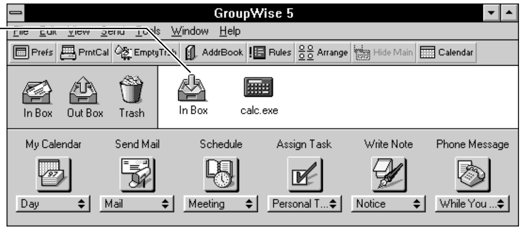
4 Minimize the filtered view so it appears as an icon on your desktop.

5 Drag the filtered view icon to the Shelf to make it a shelf icon.

6 Close the filtered view icon.

When you double-click the shelf icon for the first time, the filtered view will display as a minimized icon. Double-click the minimized icon, then close the open view. Now when you double-click the shelf icon, the filtered view will open.

Shelf icon

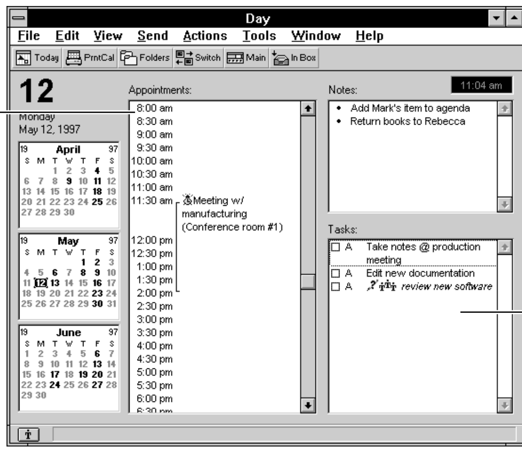


Additional Information

Calendar View

In a calendar view, you can apply different filters to each list box. To filter only the selected box, deselect **Apply to All Controls on Calendar View** when you set the filter.

The Appointments list box is filtered to show all appointments.



The Tasks list box is filtered to show only high priority tasks.

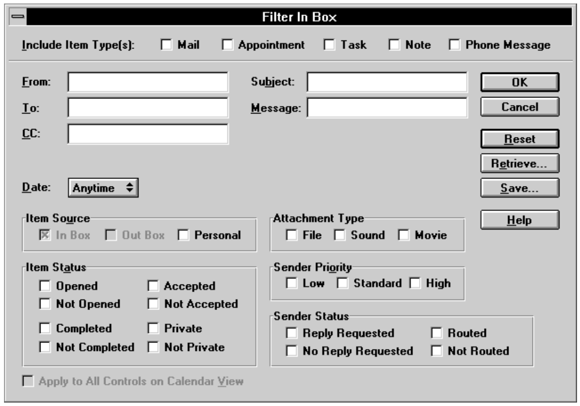
Resetting the Filter

GroupWise automatically resets the filter to the default when you exit the view or window. You can also revert to default filter settings by choosing **Reset** in the Filter dialog box.

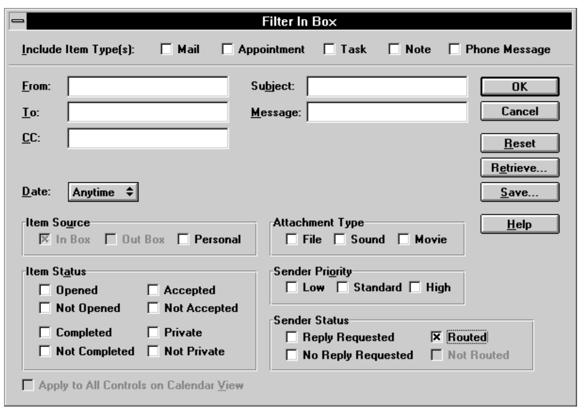
Sample Filters

The following samples introduce some common filters you may want to use. The illustrations show the selections you need to make in the filter.

The Default In Box Filter ♦ The default In Box filter is active each time you open the In Box. It displays all items except for those you have accepted. When you accept an item, it no longer appears in the Item list box; however, the item still appears in the appropriate Calendar list box in calendar views.

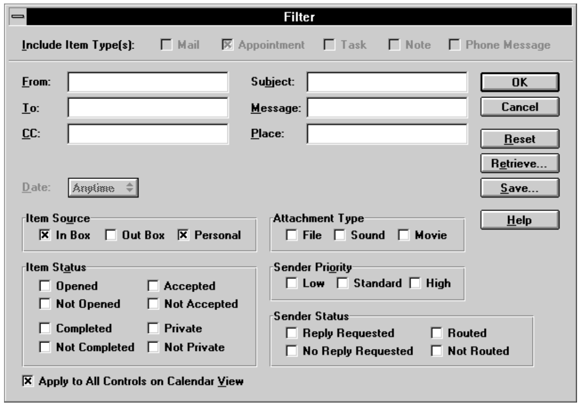


Routing Slip Filter ♦ The Routing Slip filter can help you monitor items you send with a routing slip. You can apply the filter to your Out Box so you can quickly find the items you sent with a routing slip. To monitor the progress, open the Information window to see who currently has the item.

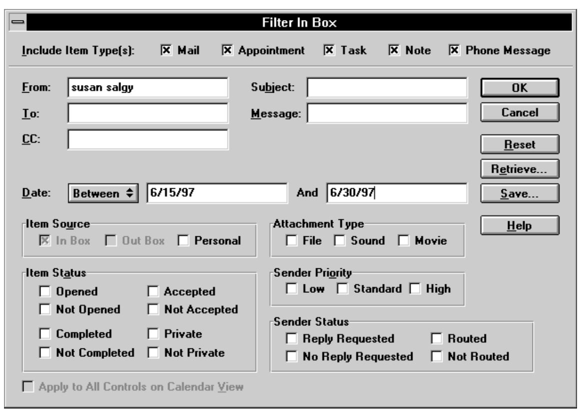


All Meetings for a Specific Project ♦ If you are involved with a project that requires a lot of meetings on different days, you can use Filter with a calendar view to show just the days that you have meetings.

Type the name of the person who scheduled the meetings (as it appears in the From box of the item) in the From box. If more than one person could have scheduled the meeting, include each person's name separated by a comma. If the meetings have a common subject, you can include the subject instead of or as a complement to the sender. If you select **Apply to All Controls on Calendar View**, you can also filter any notes or tasks that fit the criteria.



All Meetings Between Now and a Deadline ◆ You can use the Date box to view all of your appointments in the In Box between the current date and a future date. Choose the **Date** pop-up list, then choose **Between** to display the date text boxes. Type the beginning and end dates. Select only Appointment as the item type and deselect Not Accepted.



Find

Use Find to search for items or text in the In Box, Out Box, Trash, or Calendar that match a specific pattern.

Concepts

Search Text

Search text is another name for the text you want to locate. Search text can include any combination of letters, numbers, spaces, or keyboard symbols (for example, &, %, or +).

GroupWise does not distinguish between uppercase and lowercase letters. For example, if you want to find all memos, you can type **memo** as the search text instead of typing an exact duplicate (**Memo**) of the way the word appears on the screen.

Finding an Item

1 Double-click **In Box**, **Out Box**, **Trash**, or **My Calendar** in the Main Window.

2 Select the folders you want to search in, then select the first item in the Item list box.

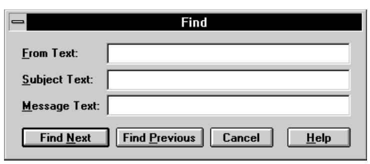
or

If you are in a calendar view, select the Appointments, Notes, or Tasks list you want to search in.

If you don't select a folder, GroupWise will search all the items in your root folder.

3 Choose the **Edit** menu, then choose **Find** to open the Find dialog box.

4 Type information in the From Text box if you opened the In Box or the To Text box if you opened the Out Box, then type the text in the Subject Text box or the Message Text box.



5 Choose **Find Next** to search from the selected item forward, or **Find Previous** to search from the selected item backward.

A dialog box appears indicating that the search is being performed. You can cancel the search before it is completed if you want.

GroupWise selects the first item to match the search conditions. If you want to find other items that match the search conditions, choose the **Edit** menu, then choose **Find Next** or **Find Previous** to search forward or backward.

Searching for Text Within an Item

1 Open the item you want to search in and click the Message box.

2 Choose the **Edit** menu, then choose **Find**.

3 Type the text you want to search for in the Message Text box, then choose **Find Next**.

GroupWise highlights the next occurrence of the text within the message.

Additional Information

Using Special Search Characters

You can use the following special wildcard characters in place of letters in search text:

Character	Name	Explanation
*	Asterisk	Matches zero or more of any character.
?	Question Mark	Matches one character.
!	Not Character	Lets you exclude a word or words from a search. If you search for !Andrea in the From box, you will find all items that are not from Andrea.
, or ¦	Or Character	Lets you include multiple items in the search string and can be used interchangeably. If you search for Paul in the From Text box and Steve¦Hilary in the Message Text box, you will find items that are from Paul, about Steve and/or Hilary.
& or space	And Character	Lets you combine two text strings in a search. If you search for David & Suzanne in the Subject Text box, you will find items that have the string David and the string Suzanne in the Subject box.

Folder List Preferences

Use Folder List to define how your folders appear in the In Box, Out Box, and calendar views.

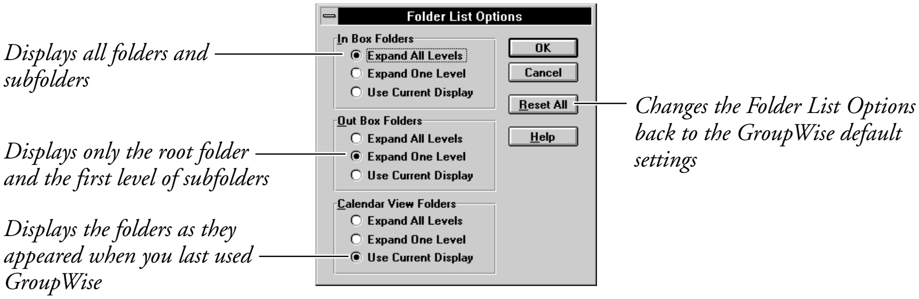
Concepts

Although the Folder list box displays the same folders in the In Box, Out Box, and calendar views, the folders can be displayed differently in each window depending on the defaults you select in Folder List Preferences. You can also temporarily change the display of your folders by expanding or contracting them in the In Box, Out Box, and calendar views. See *Folders*.

Selecting Folder List Options

1 Choose the **File** menu, then choose **Preferences** to open the Preferences dialog box.

2 Double-click **Folder List** to open the Folder List Options dialog box.



3 Select an option in each of the group boxes.

4 Choose **OK** to close the Folder List Options dialog box, then choose **Close** to close the Preferences dialog box.

Folders

Use Folders to organize and store your incoming, outgoing, and personal items.

Concepts

How Can I Use Folders?

If you receive a number of items that relate to a few subjects, projects, or people, you might consider creating some folders. Folders can help you organize your correspondence and make it easier to find items when you need them.

You can make organizing your correspondence easier by creating rules that sort your mail. Rules can place items in folders according to subject, sender (if you are receiving the item), or recipient (if you are sending the item). You can also tie a rule to a folder. For example, you can create an archiving folder: when you drop one or more items on the folder, an archiving rule archives the items. See *Rules*.

Combining Items in a Folder

Folders can contain a combination of items. Items you have received, items you have sent, and personal items can all be kept in the same folder. This lets you group together all items related to a specific project, person, subject, and so forth.

Folder Structure

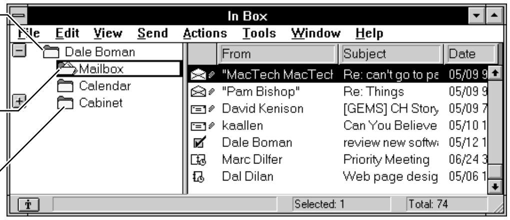
You can create your folders in a hierarchical structure so that any folder can contain subfolders. All of the folders that you create are subfolders of the root folder.

You have one set of folders. Your Folder list remains the same, although you can display it differently from the In Box, Out Box, or a calendar view. In the steps throughout this section, you can create or edit folders by opening a calendar view instead of opening the In Box or Out Box.

The root folder

An envelope in a folder icon indicates that the folder holds an unopened item.

Subfolder



The folders you create in each hierarchical level are listed alphabetically.

If a folder contains subfolders, a + or – button appears to the left of the folder. When you click the + button, GroupWise expands the folder to show you the next level of folders. To open all levels of subfolders in a folder, **Ctrl**-click the + button. To close the folder and hide all of the subfolders, click the – button

Default Folders

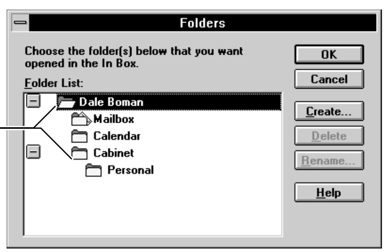
GroupWise has four default folders. The folder with your name is the master parent folder (all other folder are contained within it). The Mailbox folder is where new items you receive or send are stored. The Calendar folder contains the appointments, notes, and tasks you have received. The Cabinet folder is for holding the folders you create. You cannot delete the default folders.

Creating a Folder

1 Double-click **In Box** or **Out Box** in the Main Window.

2 Choose the **File** menu, then choose **Folders** to open the Folders dialog box.

A "parent" folder is any folder which contains other folders.



3 Select a parent folder for the folder you want to create.

If you don't select a folder, the new folder will be subordinate to the root folder.

4 Choose **Create** to open the Folder Name dialog box.

5 Type the name of the folder in the Folder Name text box, then choose **OK** to display the folder in the Folders List box in the Folders dialog box.

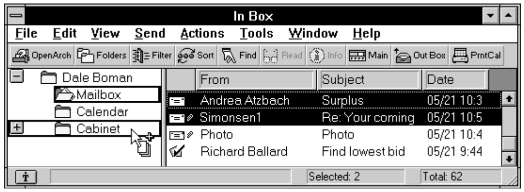
6 Choose **OK** to return to the In Box or Out Box.

Moving Items to a Folder

1 Double-click **In Box** or **Out Box** in the Main Window.

2 Expand your folders as needed by clicking the + button next to your folders.

3 Select an item from the Item list box, then drag and drop it on the folder you want to move it to.



Linking an Item to Multiple Folders

Linking an item to a folder lets you view the item from more than one folder. For example, if you have an item that relates to Marketing and Personnel, you can place the item in the Marketing folder, then link it to the Personnel folder. You can then open the item from either folder.

1 Double-click **In Box** or **Out Box** in the Main Window.

2 Press **Ctrl**, then drag the item to another folder.

You can remove an item's links by pressing **Alt** while dragging the item to a different folder.

Opening and Closing Folders

1 Double-click **In Box** or **Out Box** in the Main Window.

2 If you need to expand the structure so you can see the subfolders in a folder, click the + button next to the folder.

3 Select a folder to display its contents in the Item list box.

GroupWise displays the items contained in the folder that is selected.

Deleting a Folder or Its Contents

1 Double-click **In Box** or **Out Box** in the Main Window.

2 Right-click the folder you want to delete, then choose **Delete** from the QuickMenu™ to open the Delete Folder(s) dialog box.

You can **Shift**-click to select multiple folders.

3 Select **Contents Only** if you want to delete only the folders and items within the folder.

or

Select **Folder(s) and Contents** if you want to delete the folder and all folders and items within the folder.

4 Choose **OK** to close the Delete Folder(s) dialog box.

IMPORTANT: You cannot delete a folder if it is associated with a rule. You must first delete or modify the rule, then delete the folder.

Additional Information

Folders and Rules

You can use the Rules feature to help you organize items in your folders. For example, you can create a rule that puts items received from a specific person into a folder. You can create another rule that puts items sent to that person in the same folder so that you can review all correspondence with that person. See *Rules*.

QuickMenu Options

If you right-click a folder, a QuickMenu™ appears with some of the options listed below, depending on the folder.

Option	Explanation
Create	Creates a new folder under the currently selected folder
Delete	Deletes the selected folder with the exception of the root folder
Rename	Lets you rename the selected folder, with the exception of the root folder
Expand	Expands the selected folder
Expand Fully	Expands the selected folder and all subfolders
Contract Fully	Collapses all levels of the selected folder
Contract	Collapses the selected folders to show only their immediate subfolders
Select All	Selects the root folder and all subfolders
Quick Help	Provides context-sensitive Help

Displaying Multiple Folders

You can **Shift**-click or **Ctrl**-click while selecting folders to display multiple folders at the same time. Select the first folder in the list you want to display, then **Shift**-click the last folder you want to display. You can **Ctrl**-click to select multiple folders that are not in a range. All highlighted folders will be displayed.

Shared Folders and Find Result Folders

GroupWise for Windows 95™ includes folders that can be shared with other users and folders that run a predefined search each time you open them. These folders are not available in the Windows 3.1 version of GroupWise.

Font

Use the Font menu to change font attributes.

Concepts

Changing Display Text

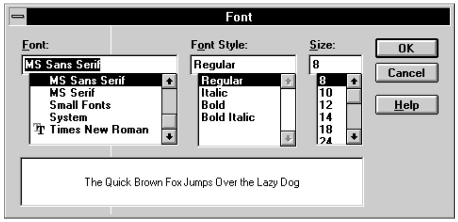
Font lets you change the font, style, and size that you see in item you send and receive, GroupWise windows (In Box, Out Box, Trash and so forth), and in the calendar view list boxes.

Although you can change the font in items you send, the recipient will not receive the item in the font you selected. The font the recipient sees depends on which font he or she chose for viewing items. Although the font may not be the same, any attributes (bold, underline, and so forth) will be displayed when the recipient views the item.

Choosing a Font for an Item

1 Open a new item from a pop-up list in the Main Window.

2 Select the **Message** box, choose the **Edit** menu, choose **Font**, then choose **Font** again.



3 Select the font, style, and size from the Font, Font Style, and Size list boxes in the Font dialog box.

The Sample box displays the font, font style, and font size you select.

4 Choose **OK** to close the Font dialog box.

The text you type in the Message box appears in the font, the font style, and the font size you chose.

Choosing a Display Font

1 Open the window or view you want to display in a new font, font style, or font size.

2 Choose the **Edit** menu, then choose **Font** to open the Font dialog box.

3 Select the font, style, and size from the Font, Font Style, and Size list boxes in the Font dialog box.

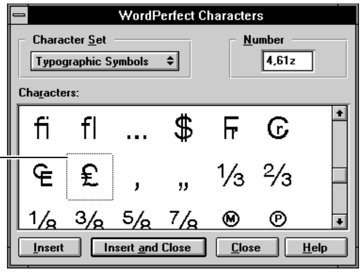
4 Choose **OK** to close the Font dialog box.

Choosing WP Characters

GroupWise provides more than 1,500 characters and symbols, which are grouped into fifteen character sets. Each numbered character set contains a certain type of character. For example, character set 0 contains ASCII characters, and character set 8 contains Greek characters. Most of these characters are listed in the **WordPerfect® Characters** dialog box.

Each character in a set is also numbered. The combination of the set number and the character number identifies each character. For example, £ (Italian currency symbol) is in character set 4, and is number 61. Therefore, character £ is 4,61.

The character in the intersection of Row 60 and Column 1 is £ (number 61), so character £ = 4,61.



If you already know the number of the character you want to use in your document, you can simply type the number in the **Number** text box of the **WordPerfect Characters** dialog box.

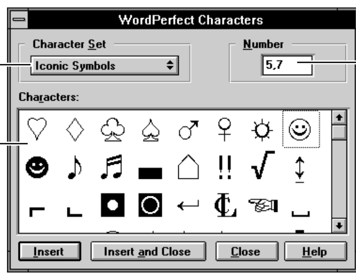
To insert characters into a Subject or Message box,

1 Place the insertion point where you want the character to appear in your text, choose the **Edit** menu, choose **Font**, then choose **WP Characters**.

Choose a character set from this pop-up list.

Choose a character.

Specify a character number here.



2 Choose the **Character Set** pop-up list, then choose the WordPerfect character set you want.

3 Select the character you want, then choose **Insert and Close**.
or
Select the character you want, choose **Insert**, then select another character.

HINT: You can also double-click a character to insert it.

Not all fonts include all characters. Depending on the font you are using, some characters in the character sets may not display in your document window. These characters are represented by a hollow box ☐ on your screen. The characters will print, however, if your printer supports graphics.

Forward

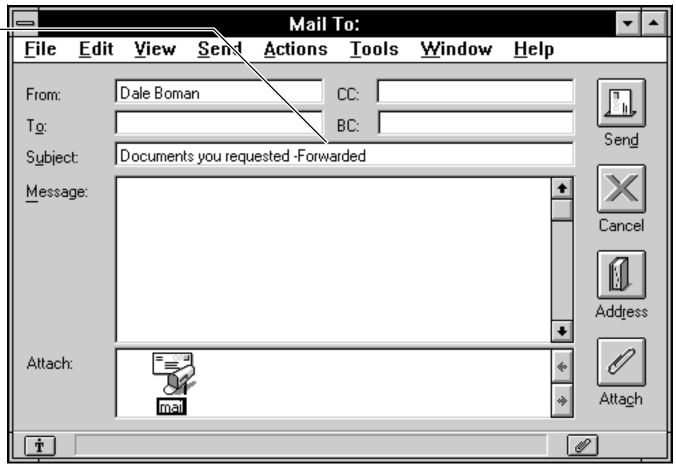
Use Forward to send an item you have received to other users. When you forward an item, GroupWise opens a mail view and includes the item you received and its attachments as an attachment to the forwarded item.

Forwarding an Item

1 Double-click **In Box** or **My Calendar** in the Main Window, then double-click the item to open it.

2 Choose the **Send** menu, then choose **Forward** to open a mail view.

The subject remains the same except that -Forwarded is added to the end of the subject line.



3 Choose **Address** to open the Address Book.

4 Select the user IDs you want, then click the **To**, **CC**, and **BC** boxes to move the user IDs to the Send To, Carbon Copy, and Blind Copy boxes, then choose **OK** to close the Address Book.

5 Type your message in the Message box.

6 Choose **Send**.

Additional Information

Forwarding with Rules

If you go on a business trip, you can create a rule that screens your incoming items and forwards them to others to answer. See *Rules*.

Routing Slip

You don't have to use Forward when you receive an item that is routed. GroupWise forwards the item to the next user on the routing slip when you mark the item completed. See *Routing Slip*.

Go to Date

Use Go to Date to view appointments, notes, or tasks that occur on a specific date.

Going to a Specific Date

1. Choose the **My Calendar** pop-up list in the Main Window, then choose a calendar view.
2. Choose the **View** menu, then choose **Go to Date** to open the Go to Date dialog box.

You can go to a specific date by clicking a day in the monthly calendar.

The double arrow buttons let you select a previous or future year.

Today lets you return to the current day in the monthly calendar.

The single arrow buttons let you select a previous or future month.

3. Select the date you want, then choose **OK** to close the Go to Date dialog box and display that date in the calendar view.

Go to Today

Use Go to Today to return to the current date in a day, week, or a year calendar view.

Concepts

Default Calendar View

Any calendar view you select will display the current day's date by default. However, if you select a different date, then close the calendar view, the current date will appear the next time you open the view.

Selecting Go to Today

1. Choose the **My Calendar** pop-up list, then choose a calendar view.
2. Select the date you want to change to in the calendar view to add or move an appointment, note, or task to a different date.
3. Choose the **View** menu, then choose **Go to Today** to redisplay the current date in the calendar view.

Group

A group is a predefined set of user IDs and resources. Groups let you address an item to a group of users without having to select all their names in the Address Book each time you address an item.

Concepts

Personal Groups and Public Groups

GroupWise lets you use two kinds of groups: personal groups and public groups. Personal groups are groups that you create and use. The group definitions are kept in your mailbox, so only you can use them.

Public groups are created by the system administrator. They are kept on a server where every user can have access to them, but public groups can only be edited by the system administrator.

What Can Be Included in Groups

Groups can include users, resources, and other groups. You can enter user IDs or resources in the To, CC and BC text boxes to be included in the group. This determines whether the user or resource will receive the original message or a copy when you address an item to the group.

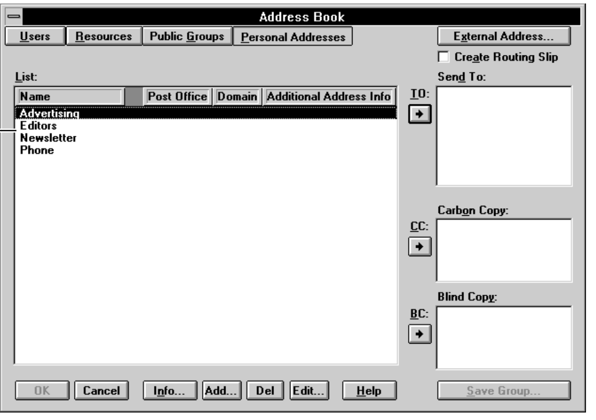
For example, if you want your manager to receive a carbon copy of every appointment you schedule, you can put your manager's user name in the CC box when you create the group. Every time you use the group, your manager receives a carbon copy of the item you sent.

Creating a Personal Group

1. Choose the **Send** menu, then choose **Address Book**.
2. Choose **Create/Edit Group>>**.
3. Select the user IDs you want, then choose the **To**, **CC**, and **BC** buttons to move the user IDs to the Send To, Carbon Copy, and Blind Copy boxes.
4. If you want to include resources in the group, choose **Resources**, then double-click the resources you want.
5. If you want to include names or groups that you added to your personal address book, choose **Personal Addresses**, then double click the entries you want.
6. Choose **Save Group**, type the name of the group in the Save Personal Group dialog box that appears, then choose **OK** to close the dialog box.

7 Choose **Personal Addresses** to display the personal group list and to verify that the group is added to the List box.

The personal groups you created appear in the List box.



8 Choose **OK** to close the Address Book.

Editing a Personal Group

1 Choose the **Send** menu, then choose **Address Book.**

2 Choose **Create/Edit Group>>**.

3 Choose **Personal Addresses**, select the personal group you want to edit in the List box, then choose **Edit**.

4 Double-click the user IDs you want to delete in the Send To, Carbon Copy, and Blind Copy boxes.

5 Choose **User IDs,** select the user IDs you want to add, then choose the **To**, **CC**, or **BC** buttons to move the user IDs to the Send To, Carbon Copy, or Blind Copy boxes.

6 Choose **Save Group**, type the name of the group in the Save Personal Group dialog box, then choose **OK**.

An alert box will appear if the name you typed in the Group Name text box already exists.

Choose **Yes** to replace the existing group you just modified, or choose **No** to assign the personal group a different name.

HINT: You can also drag and drop users from one address text box to another. For example, if your manager is currently listed in the CC box but you now want to start sending a Blind Copy to the manager, select the manager's user ID and drag and drop it in the Blind Copy box.

Addressing an Item with a Group

1 Choose any group view from the item view pop-up lists on the Main Window, then choose **Address** to open the Address Book.

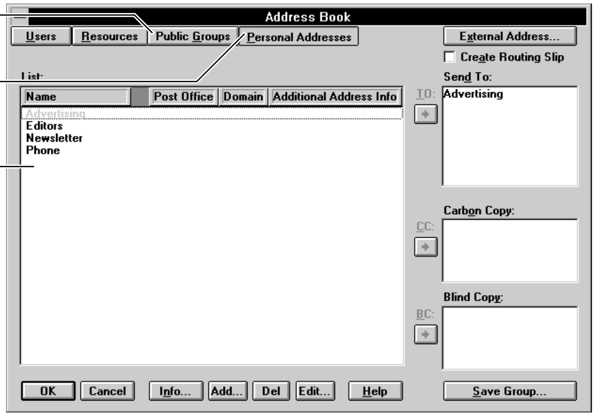
2 Choose **Public Groups** or **Personal Groups**.

3 Double-click a group to place it in the Send To box.

Public Groups command button

Personal Groups command button

Address Book List box



4 Choose **OK** to close the Address Book and return to the item view.

Additional Information

Sending Your Personal Groups to Other Users

After you have created a personal group, you might want to share that group with the group members.

1. Double-click **Send Mail** in the Main Window to open a mail view.
2. Choose **Address**, then choose **Personal Addresses**.
3. Select the personal group, then choose **Edit** to move the user IDs in the group to the Send To box.
4. Choose **OK** to return to the mail view.
5. Select all the names in the To text box, choose the **Edit** menu, then choose **Copy**.
6. Place the insertion point in the Message box, choose the **Edit** menu, then choose **Paste**.
7. Choose **Send** to send the group to all group members.

   or

   Edit the To text box to include the desired recipients, then choose **Send**.

After receiving your message, the recipients must complete the following steps.

1. Open the mail message.
2. Select the list of users in the Message box, choose the **Edit** menu, choose **Copy**, then choose **Close**.
3. Double-click **Send Mail** in the Main Window, choose the **Edit** menu, then choose **Paste**.
4. Choose **Address**, choose **Save Group**, name the group, then choose **OK**.

The personal group is now saved.

GroupWise View Designer

Use GroupWise View Designer to create group item views, personal item views, and calendar views. The GroupWise View Designer is a separate application from GroupWise.

Concepts

How Can I Use GroupWise View Designer?

Whenever you open a new mail message, appointment, task, note, phone message, or your Calendar, you are opening a view. A view is a template for creating items you send to other users or to yourself. A view can also be a template that lets you see what you have received, as in Calendar.

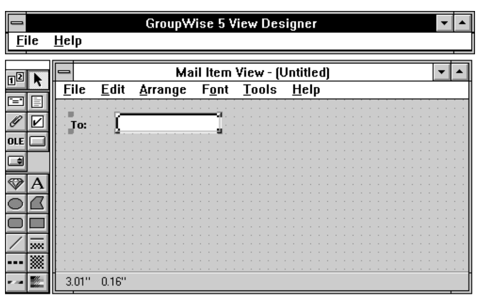
GroupWise View Designer lets you create custom views that you can send to other users or use to view your Calendar. If you are sending the view to someone using GroupWise for Macintosh® or Windows, the view looks the same to that user. However, if you send the view to someone using GroupWise for DOS, the recipient receives your message in a standard mail view.

Here are a few examples:

- Put your company logo on your item views.
- Create a calendar view that includes the In Box along with the Appointments, Tasks, and Notes lists.
- Create items that include check boxes, pop-up lists, pull-down lists, and so forth.
- Include an OLE object in the view that can be updated each time you send the item.
- Express yourself through your item views.

Creating a View

1. Open **GroupWise View Designer**.
2. Choose the **File** menu, then choose the new view type you want to create.



3. Choose tools from the Tool Palette to create lines, shapes, text, and so forth.
4. When you have finished creating the view, choose the **File** menu in the view, then choose **Save** to open the Save View As dialog box.
5. Type the view name in the Filename text box, then choose **Save**.

GroupWise View Designer saves the view you created to the directory you specified in Location of Files Preferences. See *Location of Files Preferences*.

6 Choose the **File** menu from the item view menu bar, then choose **Properties** to name the view, then choose **OK**.

The name you give the view will appear in the pop-up list in the Main Window in GroupWise after you restart GroupWise.

7 Choose the File menu from the GroupWise View Designer menu bar, then choose **Exit** to close your view and exit GroupWise View Designer.

or

Choose the Control-menu box, then choose **Close** to close the view but leave GroupWise View Designer open.

Additional Information

Getting Help in GroupWise View Designer

Detailed information about GroupWise View Designer is included in online Help. You can access Help any time while you are working in GroupWise View Designer. For detailed information about using online Help, see *Help*.

Getting Help About Tool Palettes ◆ While you are creating a view, you can get specific Help about the Tool Palette or any tool on the palette.

1 Click any tool to select the Tool Palette.

2 Press **Shift+F1**, then click anywhere on the Tool Palette.

3 Choose the type of Tool Palette you are using.

A Help topic opens with a graphic representation of the Tool Palette.

4 Click any tool in the Help topic for a brief description of that tool.

You can also choose the **Help** menu, choose **Contents**, choose **Additional Help**, then choose **Tool Palettes** to access the Tool Palette topics.

Using the Help Buttons ◆ You can get specific Help about any dialog box. For example, assume you need help with the View Properties dialog box.

1 Choose the **File** menu, then choose **Properties**.

2 Choose the **Help** button.

The Help topic explains the options in the Properties dialog box.

Using Search ◆ Search lets you find Help topics by keywords. For example, assume you want to learn how to change the fill color of an item in a view.

1 Choose the **Help** menu, then choose **Search for Help on**.

2 Type the keyword **color** in the text box, then choose **Show Topics**.

Notice that two Help topics related to color appear at the bottom of the Search dialog box.

3 Select **Fill Color Tool**, then choose **Go To**.

Closing Help ◆ You can close a Help window at any time.

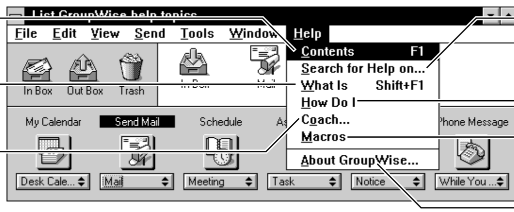
1 Choose **Close** at the top of any Help window.

Help

Use Online Help to learn about GroupWise without having to refer to written documentation.

Using the Help Menu

1 Choose the **Help** menu, then choose any of the options.



Displays a list of main headings in the Help feature

Lets you access context-sensitive Help

Displays a list of mini-tutorials that walk you through features

Lets you search for a specific word or phrase

Displays a list of common tasks

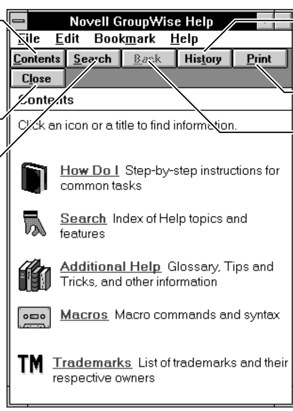
Opens the GroupWise Online Macros Manual

Displays information about your version of GroupWise

Using the Help Window Buttons

The buttons found in all Help windows provide a quick way to access topics.

1 Choose the button you want.



Displays a list of main headings in the Help feature

Exits GroupWise Help and returns you to GroupWise

Lets you search for a specific word or phrase

Lists the topics you have opened during the current session

Prints the current Help topic

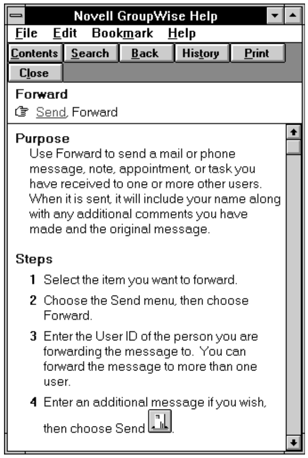
Lets you move back through the topics you have viewed in the current session

2 When you are finished, choose **Close** to close the Help window.

Using Jump Terms

Jump terms are words or phrases marked by a solid underline. When you choose a jump term, Help jumps to the topic that provides information about that word or phrase.

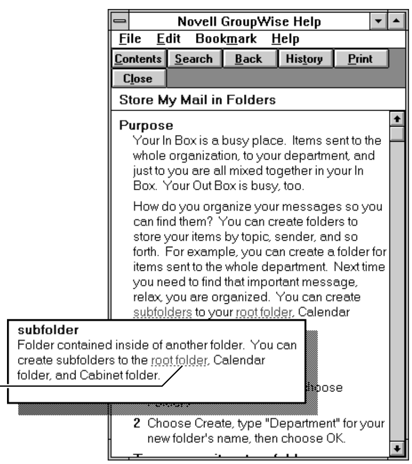
1 Choose any jump term to see a related topic.



2 If you want to return to the Help window you started from, choose the **Back** button.

Using Pop-Up Definitions

1 Choose a word or phrase marked by a dotted underline to display a pop-up definition.



You can choose a term marked with a dotted underline to display the glossary pop-up definition.

2 Click anywhere to close the definition when you have read it.

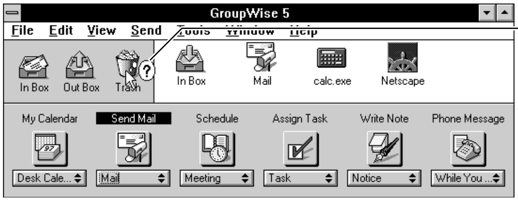
Using Context-Sensitive Help

You can access context-sensitive Help for a specific feature from item views, windows, and other locations in GroupWise. Context-sensitive Help is also available for dimmed (inactive) items and options.

1 Choose the **Help** menu, then choose **What Is**.

The pointer changes to an arrow with a question mark beside it. If the pointer changes to a question mark with a slash through it, no context-sensitive Help is available for this option.

2 Click a menu item, dialog box option, or any part of a window to display a Help topic.



The question pointer lets you access context-sensitive Help.

You can also choose **Help** in any dialog box for more information.

Using Coaches

You can choose a mini-tutorial that walks you through a GroupWise task.

1 Choose the **Help** menu, then choose **Coach**.

2 Select a coach, then choose **OK**.

3 Follow the prompts on your screen.

Hide Menu

Use Hide Menu to remove the pull-down menu bar and the window caption in an opened calendar view. For example, Hide Menu is useful when you want to display a small Appointments list at all times, but you don't need to use the menu to change anything in the list.

Hiding the Pull-Down Menu Bar

1. Choose the **My Calendar** pop-up list in the Main Window, then choose a calendar view.
2. Choose the **View** menu, then choose **Hide Menu** to remove the pull-down menu bar from the opened view.

If you want to restore the menu bar in the opened view, right-click the view background or the Status Bar to display the QuickMenu, then choose **Hide Menu**.

Hide Window

Use Hide Window to temporarily remove the Main Window from the screen.

Hiding the Main Window

1. Make sure a view is open besides the Main Window.
2. Choose the **File** menu in the Main Window, then choose **Hide Window**.
3. To restore the Main Window, choose the **Window** menu, then choose **Main Window**.

In Box

Use the In Box to open, read, delete, and get information about items you have received.

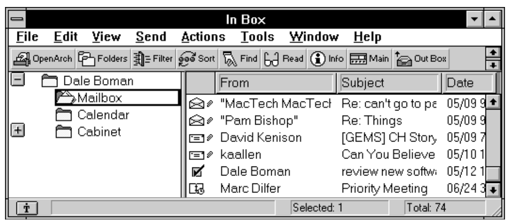
Concepts

The GroupWise Mailbox

All of your items, whether you send them or receive them, are saved in your GroupWise Mailbox on the network. Like a desk mailbox, the GroupWise Mailbox can be divided into three sections: one bin for outgoing items, one for incoming items, and the third for personal items. The In Box lets you view incoming items.

In Box List Boxes

The In Box includes two list boxes—one for items, and one for folders. The Item list box lets you view the items you have received. The Folder list box displays all of your folders. You can move items into folders to organize your correspondence. See *Folders*.

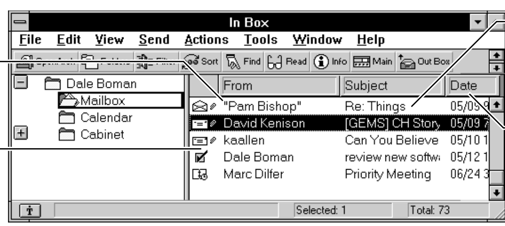


Item List Box Columns

The Item list box columns contain information on the items you have received. You can manipulate the columns to customize how you view your Item list. See *Additional Information* in this section.

The From column lists whom sent you the item to.

The icons indicate the item type.



The Subject column lists the text from the item's Subject box.

The Date column lists the date and time the item was received.

Reading an Item

1 Double-click **In Box** in the Main Window.

All new items you receive are placed in the Mailbox folder. When you open your In Box, the Mailbox folder is selected.

2 Double-click the item you want to read.

3 When you are done reading the item, choose **Close**.

GroupWise automatically closes any item that you accept or decline and filters it from your In Box. See *Accept*, *Decline*, and *Filter*.

Deleting an Item

1 Double-click **In Box** in the Main Window.

2 Select the item you want to delete, choose the **Actions** menu, then choose **Delete**.

The item no longer appears in the In Box. However, you can still view the item in the Trash until the Trash is emptied.

Additional Information

In Box Indicators

The In Box includes indicators that help you determine the item type and what has been done with the item. The following table describes each indicator.

Indicator	What It Means
 and 	Unopened/opened mail
 and 	Unopened/opened appointment
 and 	Unopened/opened task
 and 	Unopened/opened note
 and 	Unopened/opened phone message
	Attached file
	Attached sound annotation
red item icon	High-priority
gray item icon	Low-priority
double arrow	Reply requested

Getting Information About an Item

You can find out when an item was sent to you, who else received it, and what options the sender used to send the item in the Information window. See *Info*.

Manipulating Column Headings

You can sort the columns in the Item list box by different criteria, reverse the sort order, and remove columns completely.

Task	Steps	Hints
Sort by another column.	Choose the **View** menu, then choose **Sort** to open the Sort dialog box. Select the item you want to sort by, then choose **OK**.	The list is sorted by the column header you selected.
Reverse the sort order.	Choose the **View** menu, then choose **Sort** to open the Sort dialog box. Select **Descending**, then choose **OK** to close the Sort dialog box.	The default setting is ascending order (first to last).

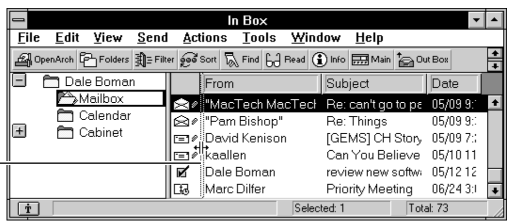
Task	Steps	Hints
Move a column.	Drag the column header to a new location on the header row.	
Widen a column.	Drag the line separating the two columns until the column is wider.	When you place the pointer over the line, the pointer changes to a double-arrow pointer.
Remove a column.	Drag the column header from the header row.	
Restore the deleted headings	Right-click the header row where the column heading is missing, then choose the column heading from the QuickMenu that you want to restore.	The deleted headings are restored. Any other changes, such as column width or sort order remain the same.

Filtering Items

You can filter items so only certain types are shown. For example, you can display only the items that you have not opened or accepted. See *Filter*.

Split Bar

You can click and drag the Split Bar to widen the Folder list box or the Item list box.



Use the Split Bar to widen the Folder list box or the Item list box.

Default Folders

GroupWise has four default folders. The folder with your name is the master parent folder (all other folder are contained with in it). The Mailbox folder is where new items you receive or send are stored. The Calendar folder contains the appointments, notes, and tasks you have received. The Cabinet folder is for holding the folders you create. You cannot delete the default folders.

Info

Use Info to track the status of items you have sent and to find information about items you receive.

Concepts

How Can I Use Info?

When you send an item, you sometimes need to know if the recipient received and opened it. If the item was an appointment, task, or note, Info shows if it was accepted or declined. For example, if you scheduled a meeting, you may want to look at the Info for the appointment to see who has accepted or declined. If a user gave an explanation for declining the appointment, it will be displayed below the declined status.

When you receive an item, you can use Info to view all of the To and Carbon Copy recipients.

Information Window Options

The Information window also displays options you selected when you created the item, or options the sender selected when he or she created the item. For information on these options, see the Preferences section for the item you are getting information on.

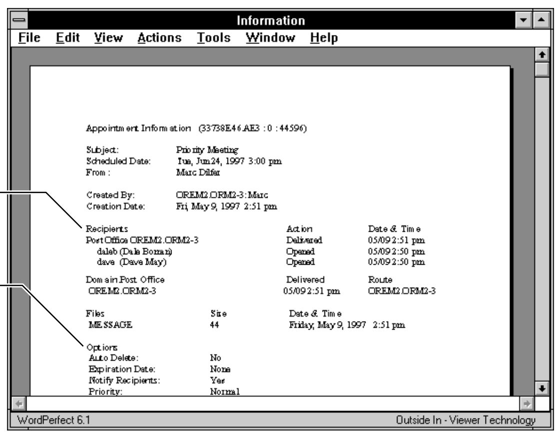
Getting Information on Items You Received

1 Double-click **In Box** or **Trash** in the Main Window, then select an item.

2 Choose the **Actions** menu, then choose **Info** to open the Information window.

Recipients tells who received the item besides you. Any BC recipients are not listed.

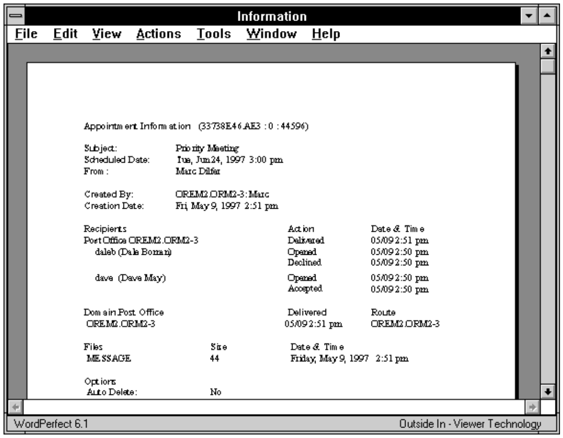
Options displays the options used to send the item.



3 Double-click the Control-menu box to close the Information window.

Tracking Items You Sent

1 Double-click **Out Box**, then double-click an item in the Item list box to open the Information window.



2 Double-click the Control-menu box to close the Information window.

Changing How Info Is Viewed

1 Double-click **In Box** or **Out Box**, then double-click an item in the Item list box to open the Information window.

2 Right-click in the Info window, choose **View**, then choose **Draft**, **Normal**, or **Preview**.

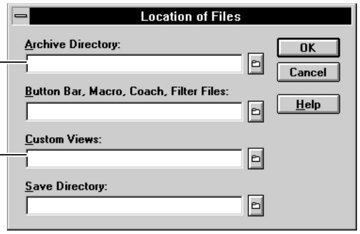
Location of Files Preferences

Use Location of Files Preferences to choose the location of your archived files, custom and saved views, and attachments.

1 Choose the **File** menu, choose **Preferences**, then double-click **Location of Files** to open the Location of Files dialog box.

This directory stores your archive databases.

The Custom Views directory stores the views you create in GroupWise View Designer.



2 Type the paths to the directories.

or

If you do not know where you want the files to be stored, click the folder icon button next to each text box to open the Select Directory dialog box, select the directories, then choose **OK**.

3 Choose **OK** to close the Location of Files dialog box, then choose **Close** to close the Preferences dialog box.

Macro

Use macros to record commands that perform tasks automatically. For example, you can create a macro that updates your company's weekly memo, or sends your company newsletter to all employees.

Macro Language

The GroupWise macro language is a command-based language. This means that GroupWise records the results of keystrokes or mouse selections instead of recording the keystrokes themselves. For example, instead of recording each mouse click you use to select a Trainers personal group, GroupWise simply records the command TextSetTo(ToText:"Trainers"). These commands are called product commands.

The GroupWise macro language also includes programming commands. These commands let you create macros that can respond to user input.

Recording a Macro

1 Choose the **Tools** menu, choose **Macro**, then choose **Record**.

2 Type a name for the macro to be saved in the Filename text box. GroupWise assigns a .WCM extension to the filename for you.

3 Choose **Record** to begin recording the macro.

4 Use GroupWise as you normally would.

GroupWise records commands and text you type from the keyboard, as well as selections you make using the mouse. If the mouse pointer changes to a circle with a slash, the actions you are trying to record must be performed with the keyboard rather than the mouse.

5 To stop recording, choose the **Tools** menu, choose **Macro**, then choose **Stop**.

Playing a Macro

Playing a macro will repeat the actions that you recorded.

1 Choose the **Tools** menu, choose **Macro**, then choose **Play**.

2 Type the name of the macro you want to play in the **Filename** text box, or select the macro you want to play using the Drives, Directories, and Filename lists.

3 Choose **Play**.

HINT: You can also double-click a macro filename in the file list to play the macro without selecting **Play**.

Editing a Macro

GroupWise macros are document files that you can write, edit, and save as you would any text document. Although there is no special editor available in GroupWise for editing macros, you can use a Message or Note text box in any view to do your editing. Because of its large Message text box, the Expanded Mail view is one of the best places for editing a GroupWise macro. If you have a Windows or DOS version of WordPerfect 6.0 or later, you can use its macro editing capabilities to write and edit your macros.

1 Choose **Extended Mail** from the **Send Mail** pop-up list in the Main Window.

2 Choose the **File** menu, then choose **Retrieve**.

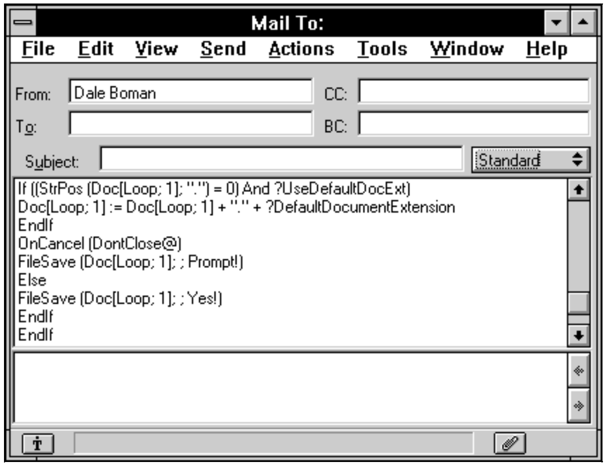
3 Type the name of the macro you want to edit in the **Filename** text box, or select the macro you want to edit using the drive, directory, and file lists. To view only macros in the Filename list, type ***.wcm** in the Filename text box.

4 Choose **Open**.

The macro is inserted into the Message box, even if the insertion point is in the From or To box.

5 Type in new commands or edit existing ones.

HINT: Using formatting such as spaces, bold, or underline does not affect the macro, but can help make reading it easier.



GroupWise automatically inserts the Application command when you record a macro. This command tells the Macro feature that, unless otherwise specified, commands in the macro should be sent to GroupWise and not to another application.

6 To save the macro, choose the **File** menu, then choose **Save**.

Make sure you name the macro with a .wcm extension.

7 Type the name of the macro in the **Filename** text box, choose **OK**, then choose **Yes** if you want to replace a macro that already exists.

HINT: You can also edit a GroupWise macro in WordPerfect 6.0 or later for Windows by simply retrieving the macro into a document window.

Compiling a Macro

A macro compiler is used to compile or "translate" macros so that GroupWise can play them. Macros are compiled when you play them.

If you receive an error message while the macro is compiling, you can choose **Cancel Compilation** to close the dialog box, or you can choose **Continue Compilation** to check for other errors that may be in the macro. In either case, the macro won't play; all errors must be corrected first. See *Editing a Macro* in this section.

Additional Information

Troubleshooting Macro Problems

The compiler is a useful tool for troubleshooting macro problems. If the compiler locates an error, a dialog box containing general information about the problem displays. The macro compiler, however, can only make a "best guess" as to what the macro is actually designed to accomplish. As a result, errors given by the compiler sometimes serve as direction to, rather than specific identification of, the reported problem.

Macros Online Help

GroupWise includes an online macros manual. To access the manual, choose the **Help** menu, then choose **Macros**. The online manual contains information about macro commands and their syntax, with additional instructions and examples for using macros.

Macro Commands and Syntax

If you create macros by choosing items with the mouse, the commands are automatically inserted in the correct format.

In order for macros you type from the keyboard to work properly, macro commands and their elements must be arranged in the correct order. This arrangement is called syntax. To be syntactically correct, each macro command must be spelled correctly and must include all of the required parameters and the necessary separators in the correct order.

Macro commands consist of three parts: a command name, parameters, and separators.

Command Name *Parameter*

Example: `ViewOpenNamed(ViewName: "Expanded Mail";ViewType: MAIL!)`

Separator

Command Name ♦ The command name indicates which feature the command activates. Sometimes the name is all that is necessary to perform a complete action. For example, CloseWindow() is a complete macro command because GroupWise does not need any additional information; the command name itself closes the currently active window.

Example: **CloseWindow**()

Parameters ♦ If GroupWise needs more information than is provided by the command name alone, parameters are required. The command name represents the feature. Parameters represent aspects of the feature you can change or selections you can make. For example, the Retrieve command requires one parameter that indicates which file you want to retrieve. Parameters are always enclosed in parentheses.

Example: **Retrieve (Filename: "C:\FAX.WCM"**)

Separators ♦ Some macro commands require several parameters. Parameters generally need to be placed in the correct order (except when you specify parameter names) and must be separated properly. Semi-colons (;) are used to separate individual parameters, and an entire string of parameters must be enclosed in parentheses. For example, the ViewOpenedNamed command requires two parameters: the name of the view, and the type of view.

Example: **ViewOpenedNamed (ViewName: "Expanded Mail"; ViewType: MAIL!)**)

For more information, see *Macro Basics* in the online macros manual. To access the macros manual, choose the **Help** menu, then choose **Macros**.

See *Index of Commands* in the online macros manual for the required syntax and a description of each parameter for all GroupWise macro commands.

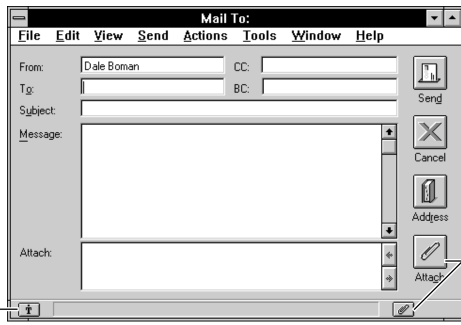
Mail

Use Mail to send messages, attachments, sound, and movies to other GroupWise users.

Concepts

The Mail View

Mail views include different tools to help you prepare and send a message.



Attach buttons

Proxy icon button

Sending Mail

1 Choose the **Send Mail** pop-up list in the Main Window, then choose a mail view.

2 Choose **Address** to open the Address Book.

3 Double-click user IDs to move them to the Send To box.

4 If you want a user to receive a carbon copy or blind copy, select the user, then choose the **CC** or **BC** buttons.

To remove a name from the Send To, Carbon Copy, or Blind Copy boxes, double-click the name you want to remove.

5 Choose **OK** to close the Address Book and move the names to the address boxes in the view.

GroupWise inserts the names in the corresponding address boxes in the item.

6 Type an explanation of the message in the Subject box.

7 Type the message in the Message box.

8 If you want to change the send options for the mail message, choose the **Send** menu, then choose **Send Options**. Set the options you want, then choose **OK**. See *Send Options* and *Mail/Phone Preferences*.

You can attach files and sound annotations to a mail message. See *Attachments* and *Sound*.

9 Choose **Send**.

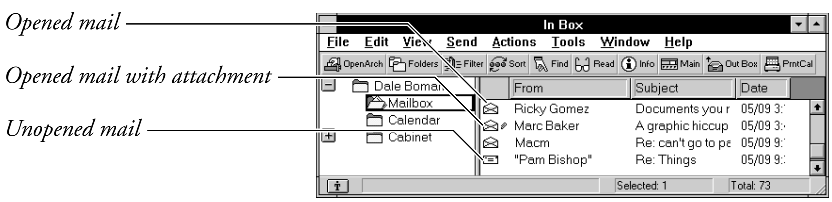
GroupWise places the item in the In Boxes of the users listed in the address boxes and in your Out Box.

Reading Mail

1 Double-click **In Box** in the Main Window.

All new items you receive are placed in the Mailbox folder. When you open your In Box, the Mailbox folder is selected.

Mail messages are marked by an envelope icon. Once the mail message has been opened, the flap on the envelope icon is lifted.



2 Double-click the mail message you want to read.

3 When you are done, choose **Close** to close the mail message.

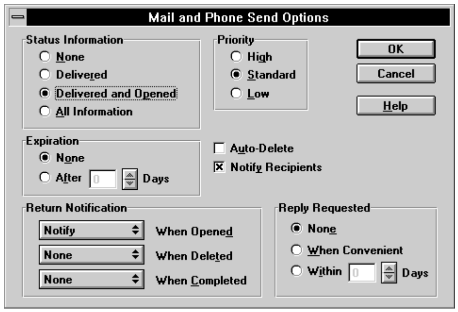
Mail/Phone Preferences

Use Mail/Phone Preferences to specify how you want to send all your mail and phone messages. You can override these settings while creating a mail or phone message by using Send Options. The default settings you specified in Mail/Phone Preferences will change for all new mail and phone messages you send.

Setting Your Mail/Phone Send Options

1 Choose the **File** menu, then choose **Preferences**.

2 Double-click **Mail/Phone** to open the Mail and Phone Send Options dialog box.



You can select the following mail and phone message options:

Option	**Explanation**
Status Information	You can set the status to None, Delivered, Delivered and Opened, or All Information. The status information you specify is displayed when you open the Information window to track the mail or phone messages you have sent to other users.
Priority	You can set priority to High, Normal, or Low. The item icon in the Item list box is red for high priority, your default color for normal priority, and gray for low priority.
Expiration	You can set expiration to None or have the item removed from your Out Box and the recipient's In Box after a specified number of days, if the recipient has not yet opened the item.
Auto-Delete	You can select Auto-Delete if you want an item you have sent automatically moved to the Trash after all the recipients have deleted the item and emptied their Trash.
Notify Recipients	You can set this option to notify recipients when you send an item. The recipients must be running Notify to make this option effective. See *Notify*.

Option	Explanation
Return Notification	You can choose to receive notification when the item you sent is opened, deleted, or completed. Use the pop-up lists to specify if you want to receive notification, a mail receipt, or both.
Reply Requested	You can select one of these options if you want a reply request to appear in the Message boxes of the items you send. You can specify the number of days. If you select **None**, no reply request appears in the Message box.

3 Choose **OK** when you are done setting the options to close the Mail and Phone Send Options dialog box.

4 Choose **Close** to close the Preferences dialog box.

Main Window

The Main Window lets you easily open the In Box, Out Box, Trash, any calendar view, and any new mail, appointment, task, note, or phone message view. You can also place views or applications on the Shelf in the Main Window to help automate your correspondence.

Concepts

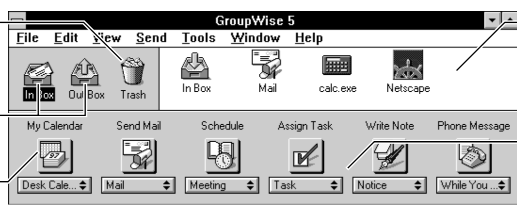
Accessing Icons and Pop-Up Lists

The Main Window appears when you start GroupWise. It gives you access to many GroupWise features through icons and pop-up lists.

Trash lets you view items you have deleted.

The In Box and Out Box let you view incoming and outgoing items.

My Calendar lets you open your calendar views.



The Shelf lets you place macros, views, or applications in the Main Window so you can open them quickly.

These icon buttons let you open item views.

The pop-up lists let you choose the group or personal view each item view icon opens.

The pop-up lists under the icons display the name of the view that the icon opens. For example, if the My Calendar pop-up list displays Week, the Week view opens when you double-click the My Calendar icon.

You can choose a different view from the pop-up list if you want.

Opening a New Item

1 Choose the item you want from the item view pop-up list in the Main Window to open a new view.

or

Double-click an item view icon button to open the current view.

Returning to the Main Window

If you have other items open, you can quickly return to the Main Window.

1 Choose the **Window** menu in whatever item you have open, then choose **Main Window**.

The Main Window appears in front of the other items you have open.

Mark Completed

Use Mark Completed to mark tasks or routed items completed.

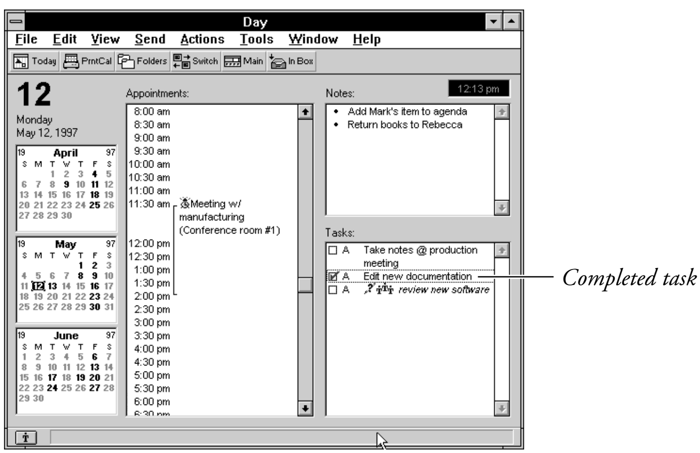
Marking a Task Completed

You can mark tasks when you complete them. When you mark a task completed, it does not carry over to the next day. If you mark a task completed, then realize that you left some part of the task uncompleted, you can unmark the task. Unmarked tasks move to the current day on your Calendar.

1 Choose the **My Calendar** pop-up list, then choose a calendar view that includes a Tasks list.

2 Click the unmarked check box next to the task.

A check mark appears in the check box, showing that the task is completed.



You can click the check box again if you need to unmark the completed task.

Marking a Routed Item Completed

When you mark a routed item completed, it is sent to the next person on the routing slip.

IMPORTANT: You cannot unmark an item that has been routed.

1 Open the routed item from your In Box or a calendar view that includes an Item list box or Tasks list.

2 Choose the **Actions** menu, then choose **Mark Completed**.

The item is sent to the next person on the routing slip.

3 Choose **Close** to close the item.

Additional Information

Checking Completion Status

If you want to see if the recipient of an assigned or delegated task has completed the task, select the item in your Out Box, choose the **Actions** menu, then choose **Info**. Check the last column in the Information window to see the item status (Delivered, Opened, Completed, and so on). See *Info*.

Marking an Unopened Task Completed

To mark the task completed from the Item list box without opening the item, select the task. Choose the **Actions** menu, then choose **Mark Completed**.

Mark Private

Use Mark Private to prevent unauthorized proxies from opening items you send or receive. Proxies cannot access items marked Private unless you give them those rights in the Access List dialog box. See *Access List*.

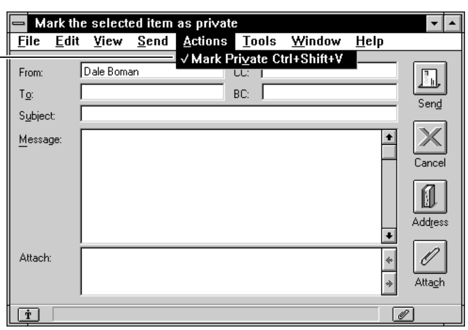
If you mark an item Private when you send it, neither your proxy nor the recipient's proxy can open the item without rights. If you mark an item Private when you receive it, it is protected from your unauthorized proxies, but not from the sender's.

Marking Items You Send Private

1 Open a new item view from an item view pop-up list in the Main Window.

2 Choose the **Actions** menu, then choose **Mark Private**.

A check mark is placed next to the Mark Private command on the Actions menu.



3 Finish filling in the item, then choose **Send**.

Marking Received Items Private

1 Double-click **In Box** or **My Calendar**, then double-click an item.

2 Choose the **Actions** menu, then choose **Mark Private**.

A check mark is placed next to Mark Private on the Actions menu.

3 Choose **Close** when you are done reading the item.

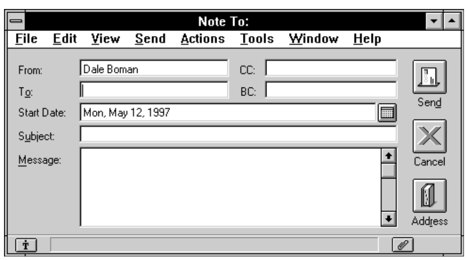
Note

Use Note to send a reminder for a specific day. When you send a note to yourself or another user, GroupWise attaches the note to the date you specify. For example, you might want a note to appear as a reminder on a specific date, such as a birthday, an upcoming deadline, a holiday, and so forth.

The way you send a note is very much the same as sending any other item. The differences are in the options that are unique to each item, such as scheduling the date in a note. This section explains how to use the options unique to Note. If you need help sending an item, see *Send*.

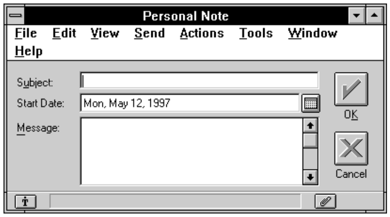
Concepts

Notes
A note can be sent to yourself and any other GroupWise user. A note is placed in your Out Box when you send it, and in your Calendar and In Box when you receive it.



Personal Note

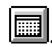
A personal note is placed only in your Calendar. It is not displayed in your In Box or Out Box unless you use Filter. See *Filter*. You can distinguish a personal note from a group note by the absence of address boxes.



Manually Setting the Date

You can post the note on a specific date in your Calendar. To open the Set Date dialog box,

1 Choose **Write Note** in the Main Window, then choose a note view.

2 Click the Set Date button .

The single arrow buttons let you go forward and backward a month at a time.

The double arrows let you go forward and backward a year at a time.

You can click the date you want the appointment to occur on.

Today resets the date to the current day.

3 Select the date you want, then choose **OK**.

4 Complete the note, then choose **Send**.

Creating a Personal Note

1 Choose the **My Calendar** pop-up list in the Main Window, then choose **Day**.

2 Click the Notes list, then type the note.

A text box appears as you begin typing.

3 Click outside the text box to place the note on your calendar.

4 If you need to edit the note, double-click the note to open a personal note view.

Additional Information

Note Indicators

As explained below, the note indicators listed in your In Box or Calendar show the status of each note.

Indicator	Description
(In Box only)	You have not yet opened the note.
(In Box only)	You have opened the note.
The item is listed in italics (Calendar only).	This is a group note that you have not yet accepted or declined.
The item is listed in plain text (Calendar only).	This is a group note that you have accepted.
(Notes list only)	Marked Private.

When you decline a note, the item is moved to the Trash. If you later want to accept a declined note, you can undelete it, then accept it. See *Accept*, *Decline*, and *Trash*.

Rescheduling a Note

You can reschedule a note for another date if you were the one who originally scheduled the note. See *Calendar*.

Delegating a Note

When a user assigns a note to you, you have the option of delegating the note to another user. When you delegate a note, both the receiver and the original sender receive notification of the delegation. See *Delegate*.

Recurring Notes

You can use one note view to schedule recurring notes. For example, you can create a definition using Auto-Date that schedules a note for every third Friday of each month. See *Auto-Date*.

Note Preferences

Use Note Send Options in Preferences to specify how you want to send all your notes. You can choose Send Options when you are creating a note to change these options for that note only.

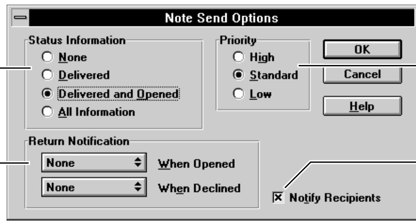
Setting Note Options

1 Choose the **File** menu, then choose **Preferences**.

2 Double-click **Note** to open the Note Send Options dialog box.

The status information you specify is displayed in the Information window for notes you send to users.

Use the pop-up lists to specify if you want to receive notification, a mail receipt, both, or no notification.



The item icon in the Item list box appears in red for high priority, the default color for normal priority, and gray for low priority.

You can set this option to notify recipients when you send an item. The recipients must be running Notify to make this option effective.

3 Select the options you want.

4 Choose **OK** to close the Note Send Options dialog box.

5 Choose **Close** to close the Preferences dialog box.

Notify

Notify alerts you when you receive an item in your In Box or when an alarm sounds. Notify can notify you in two ways: a sound or a dialog box when you receive a new item in your In Box.

You can receive alarms and notifications for another user if that user gives you those rights in the Access List. You can choose to receive the alarms and notification in the Notification list. See *Subscribe to Notify Preferences* and *Access List*.

Running Notify

Notify is designed to run minimized in the background while you run other programs. When a message is placed in your Mailbox, Notify sees the new message and becomes active. If you are not receiving notification, Notify may not be running.

Start Notify

1 Double-click the Notify icon in the GroupWise program group in the Windows Program Manager.

Notify starts up minimized on the desktop.

Start Notify When Windows Starts

1 Drag the Notify icon from the GroupWise program group to the Startup program group.

Each time you start Windows, Notify will start up minimized on the desktop. If you ever exit Notify, you will need to open the Startup program group, then double-click the GroupWise Notify icon, or restart Windows.

Setting Notification Preferences

The Notify Items group box is a quick way to set notification options for high, normal, and low priorities for each item type. You can select to play a sound and choose to display the Notify dialog box for the high, normal, and low priority of each item. For example, you can set different notifications for high priority mail and low priority mail.

1 Right-click the **Notify** icon in your GroupWise group window in the Windows Program Manager then choose **Preferences**.

2 Click the Notify (all new received messages), Alarms, or Return Status (notification on items you sent) tab.

3 Choose an item type or choose **Use same settings for all types**.

4 Choose whether you want to display the dialog, play a sound, or launch a program for each priority.

5 Choose **Clear All** to minimize Notify.

6 Click the General tab to set how often Notify checks your Mailbox for new mail (polling interval) and how long the Notify dialog is displayed when and alarm or message is reported.

If you set the polling interval to fewer seconds, it will generate more network traffic. You can set the polling interval to more seconds if you do not need to be notified of new items frequently, which will create less network traffic.

7 Choose OK to save the settings and close the Notify Preferences dialog box.

Additional Information

Why Doesn't My Notify Work?

If your Notify isn't working, try checking the following.

Make Sure Notify Is Running ◆ Look on the Windows desktop for the Notify icon (you may need to minimize the Program Manager). If the icon is not on the desktop, Notify is not running. You must start Notify to receive notification. To start Notify each time you start GroupWise, place the Notify icon in your Windows Startup program group.

Make Sure Your Username Is Correct ◆ If your username or initials are not the same in GroupWise and Notify, Notify will not work properly.

To check the username, open **Notify**, choose **Help**, then choose **About Notify**. Make sure the initials in the parentheses following your username are correct and match the username initials in the About GroupWise dialog box.

If the username initials don't match, close Notify, start GroupWise, then start Notify. If that doesn't work, select the **Notify** icon in the Startup program group, then press **Alt+Enter**. At the end of the Command Line, type **/u=** and your username initials, then choose **OK**.

Check the Notify Preferences ◆ If you aren't receiving notification for a specific item type but are receiving notification for others, open **Notify Preferences** (see *Setting Notification Preferences* above). Select each item type and check to make sure the Show dialog and Play Sound are selected.

Subscribe to Your Notify ◆ You may not be subscribed to your own Notify. From the Main Window, choose **File**, then choose **Preferences**. Double-click **Subscribe to Notify**. If your name is not in the **Notification List**, choose **Add Users**, select your name in the Address Book, then choose **OK**.

Last Resort ◆ If nothing else works, try reinstalling GroupWise and restarting your computer. If that doesn't work, contact your system administrator. Make sure that the working directory is where GroupWise is located.

OLE

Use Object Linking and Embedding (OLE) to combine information created in other Windows applications into one item view or calendar in GroupWise. The OLE capability in GroupWise lets you include charts, graphics, spreadsheets, sound clips, and many other types of information in items.

Concepts

How Can I Use OLE?

GroupWise acts as an OLE container and supports OLE in two ways. OLE information can be attached to any item you create. You can also create a custom GroupWise view that contains a box specifically for OLE information.

OLE lets you include files that can be updated by you or the recipient. For example, you can Paste Link an OLE object to a routed mail message. Each recipient can modify the object and send it on. Instead of waiting for the mail message to be returned to you, your copy of the object is updated each time a user modifies it.

IMPORTANT: Some applications may handle OLE differently than others. For example, WordPerfect 6.0 uses an icon in the place of the object.

OLE Requirements

For recipients to view or modify OLE objects, the following requirements apply:

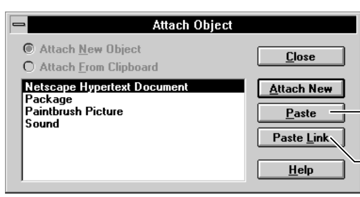
- The recipient must be using GroupWise for Windows. For example, a GroupWise for DOS user cannot view OLE objects.
- In order to update an object, the recipient must have access to the original file. That means that the file must be on the network and the path to the file must be identical, including the drive letter, for you and the recipient.

Attaching a New Object

1 Choose an item view from an item view pop-up list in the Main Window.

2 Choose the **Edit** menu, then choose **Attach Object**.

The types of objects available are listed in the Attach Object dialog box. However, the list will change depending on the applications you have installed.



You can choose Paste to attach an OLE object.

You can choose Paste Link to attach an OLE link.

3 Select the object type, then choose **Attach New** to open the source application.

4 Create your object or insert an existing file. See the documentation for your source application for more information.

5 Choose the **File** menu, then choose **Exit** to return to the item view.

This step may differ depending on the source application you are using. See the documentation for your source application for more information.

6 Choose **Yes** to update the object and insert it into your item view.

7 Complete the item, then choose **Send**.

Creating an OLE Box in a View

1 Open **GroupWise View Designer**.

2 Choose the **File** menu, then choose the item type you want.

3 Choose **OLE** from the palette, then drag the size you want.

For more information about GroupWise View Designer, choose **Help**, then choose **Contents**.

4 Place any other controls you want on the view, save the view, then exit GroupWise View Designer.

Placing an Object in an OLE Box

The difference between attaching an object and inserting an object into an OLE box is that the recipient can see the actual object upon opening the item when the object is in an OLE box.

1 Open the OLE item view.

2 Click the OLE box, choose the **Edit** menu, then choose **Insert Object**.

3 Choose the object type, then choose **OK**.

The application to create the object type opens.

4 Create your object or insert an existing file. See the documentation for your source application for more information.

5 Close the source application.

The object is inserted into the OLE box. If you want to send the object in the view repeatedly, you should save the view (see *Shelf*). If you don't want a recipient to modify the view, choose **Edit**, then choose **Convert to Static**.

Linking a New Object

1 Open the OLE server application and item view that you want to link to (such as WordPerfect for Windows and a GroupWise item view).

2 Select the information in the OLE server application that you want to link to an item view in GroupWise and copy it to the Clipboard. See *Clipboard*.

3 Open your item view, choose **Edit** to attach the object from the Clipboard, choose **Attach Object**, choose **Attach from Clipboard**, then choose **Paste Link**.

If the Paste Link command button is dimmed on the Edit menu, the file in the OLE server application is not allowing you to paste link the information. See the documentation for your OLE server application for more information.

The object is now inserted in your item view.

Reconnecting a Link

A link most commonly breaks when you change the filename of the object or your path to the file is different than the sender's path. When a link is broken, you will receive the message "The OLE linked files are unavailable. Edit these links now?" in the view. From GroupWise, you will need to change the filename that the object is linked to so the link can be reconnected.

1 Open the item that contains the paste link object.

The item that contains the paste link object will display as an item with an attachment.

2 Choose the **Edit** menu, then choose **Links** to open the Links dialog box.

3 Select the object you want to reconnect, then choose **Change Link** to select the filename you want to link to.

Updating a Link

You can update a linked object manually or automatically. In GroupWise, the default is set to automatic so that if you update the file in the OLE server application, the object in the item view will also be updated. If the link is set to be updated manually, any changes you make to the file in the source application will not be reflected when you view the object in GroupWise. The changes will be reflected only when you open or edit the object.

To update a link manually,

1 Open an item from your In Box that already has a linked object.

The item that contains the linked object will display as an item with an attachment.

2 Choose the **Edit** menu, then choose **Links** to open the Links dialog box.

3 Select the object you want to update, then choose **Update Now**.

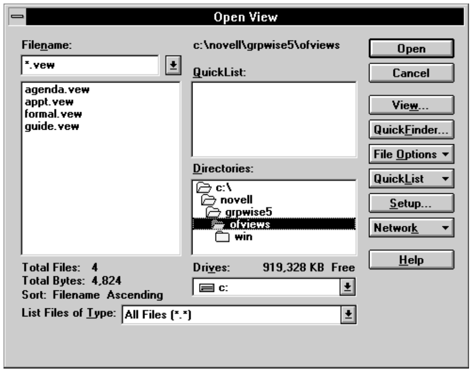
4 Choose **OK** to return to the item view.

Open View

Use Open View to select a custom view you created or a program view.

Opening a View

1 Choose the **File** menu, then choose **Open View**.



2 Type the view name in the Filename box.

If you don't know the view name, you can select the file in the Filename list box or from the QuickList.

3 Choose **Open** to display the custom view you created.

Out Box

Use the Out Box to display, read, retract, and get information about items you send to other users.

Concepts

The GroupWise Mailbox

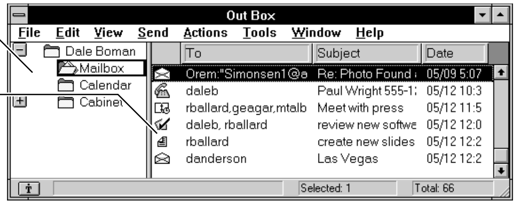
All of your items, whether you send them or receive them, are saved in your GroupWise Mailbox on the network. Like a desk mailbox, your GroupWise Mailbox can be divided into three bins: one bin for outgoing items, one for incoming items, and the other for personal items. The Out Box lets you view outgoing items.

Out Box List Boxes

The Out Box includes two list boxes—one for items and one for folders. The Item list box lets you view the items you have sent. The Folder list box displays all of your folders. You can move items into folders to organize your correspondence. See *Folders*.

The Folder list box

The Item list box



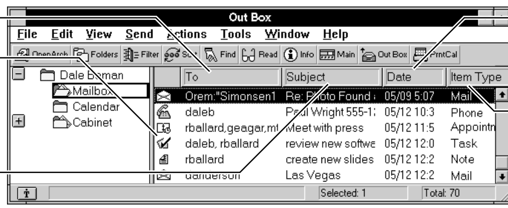
Item List Box Columns

The Item list box columns contain information on the items you have sent. You can manipulate the columns to customize how you view your Item list. See *Additional Information* in this section.

Lists the recipients

The icons indicate the item type.

Lists the text from the item's Subject box



Lists the date and time the item was sent

Lists the type of item you sent

Reading an Item

1 Double-click **Out Box** in the Main Window.

New items you send are placed in the Mailbox folder. When you open your Out Box, the Mailbox folder is selected.

2 Select the item, choose the **Actions** menu, then choose **Read**.

3 When you are done reading the item, choose **Close**.

Resending an Item

1 Double-click **Out Box** in the Main Window.

New items you send are placed in the Mailbox folder. When you open your Out Box, the Mailbox folder is selected.

2 Select the item you want to resend.

3 Choose the **Send** menu, then choose **Resend** to open the item.

You can modify the item as necessary, such as changing the addresses, subject, message, start and end times, options, and so forth.

4 Choose **Send**.

The Resend dialog box appears asking if you want to retract the original item.

5 Choose **Yes** if you want to retract the original item or choose **No** if you do not want to retract the original item.

Once you choose Yes or No, the revised item is sent.

Retracted mail and phone messages can only be deleted from the recipient's In Box if they have not yet been opened. Appointments, tasks, and notes can be retracted at any time.

Tracking an Item

1 Double-click **Out Box** in the Main Window.

New items you send are placed in the Mailbox folder. When you open your Out Box, the Mailbox folder is selected.

2 Double-click the item you want to track.

The Information window lists who the item was sent to and the actions the recipients have taken with the item (such as opened, completed, or deleted). See *Info*.

Retracting an Item

1 Double-click **Out Box** in the Main Window.

New items you send are placed in the Mailbox folder. When you open your Out Box, the Mailbox folder is selected.

2 Select the item you want to retract.

3 Choose the **Actions** menu, then choose **Delete** to open the Delete Item dialog box.

4 Select **All In Boxes** to remove the item from the recipients' In Box and leave the item in your Out Box.
or
Select **All Mailboxes** to delete the item from the recipients' In Box and from your Out Box.

IMPORTANT: Mail and phone messages opened by recipients are not deleted. Appointments, notes, and tasks can be retracted at any time.

5 Choose **OK** to close the Delete Item dialog box and retract the item.

Additional Information

Manipulating Column Headings

You can sort the columns in the Item list box by different criteria, reverse the sort order, and remove columns completely.

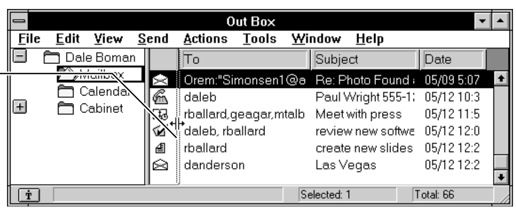
Task	Steps	Hints
Sort by another column.	Choose the **View** menu, then choose **Sort** to open the Sort dialog box. Select the item you want to sort by, then choose **OK**.	The default setting is Sort by Date.

Task	Steps	Hints
Reverse the sort order.	Choose the **View** menu, then choose **Sort** to open the Sort dialog box. Select **Descending**, then choose **OK** to close the Sort dialog box.	The default setting is ascending order (first to last).
Move a column.	Drag the column header to a new location on the header row.	
Widen a column.	Drag the line separating the two columns until the column is wider.	When you place the pointer over the line, the pointer changes to a double-arrow pointer.
Remove a column.	Drag the column header from the header row.	
Restore the deleted headings	Right-click the header row where the column heading is missing, then choose the column heading you want to restore from the QuickMenu.	The deleted headings are restored. Any other changes, such as column width or sort order, are not returned to their defaults.

Split Bar

You can drag the Split Bar to widen the Folder list box or the Item list box.

Use the Split Bar to widen the Folder list box or the Item list box.



Filtering Items

You can filter items so only certain types of items are shown. For example, you can display only the appointments that you have sent. See *Filter*.

Default Folders

GroupWise has four default folders. The folder with your name is the master parent folder (all other folder are contained with in it). The Mailbox folder is where new items you receive or send are stored. The Calendar folder contains the appointments, notes, and tasks you have received. The Cabinet folder is for holding the folders you create. You cannot delete the default folders.

Password Preferences

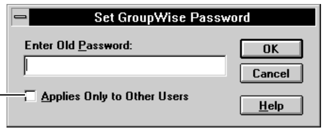
Use Password Preferences to set your log in password. You can assign or change your password in the Set Password dialog box.

Assigning Your Password

1 Choose the **File** menu, then choose **Preferences** to open the Preferences dialog box.

2 Double-click **Password** to open the Set GroupWise Password dialog box.

You can select Applies Only to Other Users if you want the password to apply only when other users log in.



3 Type a password in the New Password text box, then choose **OK**.

Passwords are case-sensitive, so if you capitalize any letters when you type your password, you must capitalize the same letters when prompted for the password.

4 Retype the new password in the Retype Password text box, then choose **OK**.

The password applies to you and each user who logs into your Mailbox. If you want the password to apply only when other users log in, not when you log in, select the **Applies Only to Other Users** check box.

IMPORTANT: If you set a password and later forget it, you will not have access to any of your items.

Changing or Removing Your Password

1 Choose the **File** menu, then choose **Preferences** to open the Preferences dialog box.

2 Double-click **Password** to open the Set GroupWise Password dialog box.

3 Type your current password in the Enter Old Password text box, then choose **OK**.

4 Type your new password in the New Password text box, then choose OK.
or
Choose **OK** without typing anything if you decide you no longer want a password.

5 Retype the new password in the Retype Password text box, then choose **OK**.
or
Choose **OK** again without typing anything if you decide you no longer want a password.

IMPORTANT: If you set a password and later forget it, you will not have access to any of your items.

Additional Information

Passwords and Proxies

When you set a password for your Mailbox, it does not affect your proxies' ability to access your Mailbox. A proxy's ability to access your Mailbox is determined by the rights you assign for the proxy in your Access List. See *Access List*.

Personal Addresses

Use the Personal Addresses section of the Address Book to add entries for and organize individuals and groups you send messages to. The addresses are kept in one list, saving you the time of searching through the entire Address Book.

Adding an External Name to the Personal Addresses List

1. From the Main Window, choose the **Send** menu, then choose **Address Book**.
2. Choose **Personal Addresses**.
3. Choose **Add**.
4. Fill in the fields for the entry. You need to fill in at least a name and e-mail address.
5. Click **OK** twice.

If the name you entered is the same as another entry, GroupWise will have you modify one of the names so that both will be unique.

Copying a System Entry to the Personal Addresses List

1. From the Main Window, choose the **Send** menu, then choose **Address Book**.
2. Choose **User**, **Resources**, or **Public Groups**.
3. Select a name.
4. Drag the name to the Personal Addresses button.
5. Choose **OK**.

Editing a Personal Address

1. From the Main Window, choose the **Send** menu, then choose **Address Book**.
2. Choose **Personal Addresses**.
3. Select a name, then choose **Edit**.
4. Edit the information.
5. Choose **OK** twice.

Deleting a Personal Address

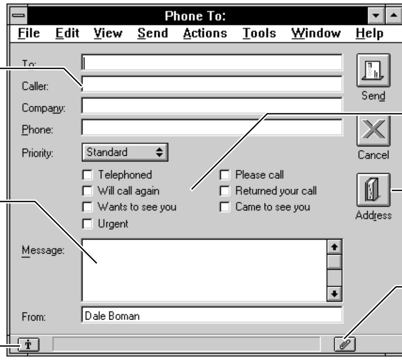
1. From the Main Window, choose the **Send** menu, then choose **Address Book**.
2. Choose **Personal Addresses**.
3. Select a name, resource, or group.
4. Choose **Delete**, the choose **Yes**.
5. Choose **OK**.

Phone Message

Use Phone Message to fill in and send information about a phone call or office visit. The phone message view includes text boxes and check boxes that match the information on most phone message pads.

Sending a Phone Message

1 Double-click **Phone Message** in the Main Window.



2 Choose **Address** to open the Address Book.

3 Double-click the user ID you want to place in the Send To box, then choose **OK** to close the Address Book and insert the name in the To box in the phone message.

4 Type any needed information in the caller information boxes.

5 Select the check boxes that pertain to the message.

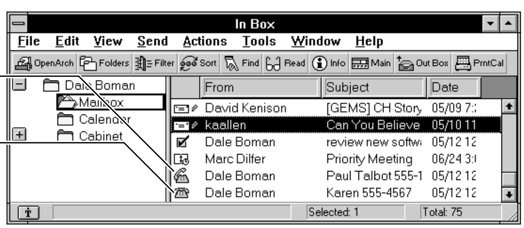
6 Type a message in the Message box, then choose **Send**.

The item is placed in the In Box of the user listed in the To box. It is also placed in your Out Box.

Reading a Phone Message

1 Double-click **In Box** in the Main Window.

Phone messages are marked by a telephone icon. Once the item has been opened, the phone receiver is moved off the phone.



2 Double-click the phone message you want to open.

3 When you are finished, choose **Close**.

Additional Information

Keeping a Phone Message Private
If you want to keep your proxies from reading your phone messages, choose the **Actions** menu, then choose **Mark Private** when you create the phone message or when you receive it. Proxies cannot access items marked Private unless you specify they can in the Access List. See *Access List*.

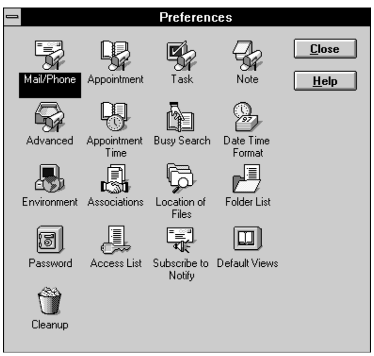
Attaching Files and Sounds
You can attach as many files and sound annotations as you want to a phone message. See *Attachments* and *Sound*.

Preferences

Use Preferences to change the default settings for language, associations, location of files, sound, archive, environment, password, and other settings.

Specifying Preferences

1 Choose the **File** menu, then choose **Preferences** to open the Preferences dialog box.



Each icon in the Preferences dialog box opens a different dialog box that lets you specify your preferences for customizing GroupWise.

2 Double-click the icon you want, select your preferences in the dialog box that appears, then choose **OK**.

Each preference is explained in a corresponding section of the reference manual.

3 Choose **Close** to close the Preferences dialog box.

Print

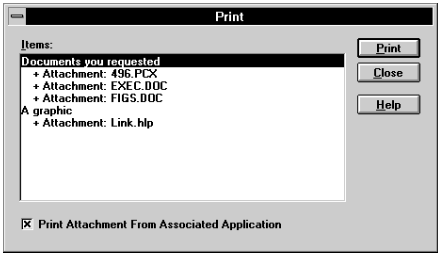
You can use Print to print a displayed item, including mail messages, appointments, tasks, notes, phone messages, and attachments. You can also print your schedule. See *Print Calendar*.

Printing Selected Items

1 Double-click **In Box**, **Out Box**, **Trash**, or **My Calendar** in the Main Window.

2 Select the item or items you want to print, choose the **File** menu, then choose **Print** to open the Print dialog box.

If the item includes attachments, the attachments are listed below that item in the Items list box.



You can choose **Print Attachment From Associated Application** when printing an attachment if you have access to the application that created the attachment. When you print the attachment, that application is launched, the attachment is printed, and you are returned to GroupWise. (The file may just be loaded into the application if you have not set a startup option for printing.

3 Select the items you want to print, then choose **Print** to print the selected items and close the Print dialog box.

Print Calendar

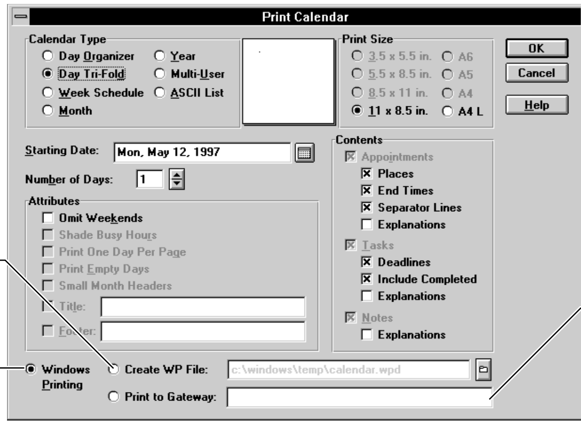
Use Print Calendar to print appointments, notes, and tasks in different formats and page sizes.

Printing a Calendar

1 Choose the **File** menu, then choose **Print Calendar** to open the Print Calendar dialog box.

This option prints the Calendar to a file instead of to the printer.

This option sends the Calendar directly to the printer.



This option sends the Calendar to a printer on the gateway you specify.

2 Select a calendar type from the Calendar Type group box.

You can see what the Calendar looks like in the Sample box to the right of the Calendar Type group box.

3 Select a size from the Print Size group box.

Some page sizes are dimmed depending on which Calendar Type you select.

4 Type the first date you want to print in the Starting Date text box.

5 Type the number of days, weeks, or months you want to print in the Number of Days text box.

6 Select the applicable Attributes options.

Some options are dimmed depending on the Calendar Type you select.

The Attributes options are explained in the table below:

Attributes Option	**Description**
Omit Weekends	Doesn't print Saturdays and Sundays
Shade Busy Hours	Shades the times you have items scheduled
Print One Day Per Page	Prints each day's items on a separate page when the Calendar Type is ASCII List
Print Empty Days	Prints days without any scheduled items (ASCII List only)

Attributes Option	Description
Small Month Headers	Prints the previous and next month calendars in small scale format (Month only)
Title	Prints a title (which you type in the text box) at the top of the first page
Footer	Prints a footer (which you type in the text box) at the bottom of each page

7 Select the applicable Contents options for Appointments, Tasks, or Notes.

Some options are unavailable depending on the Calendar Type you select.

The Contents options are explained in the table below:

Contents Option	Description
Place	Prints the location where the appointment is scheduled to be held.
End Times	Prints the time when an appointment is scheduled to end.
Separator Lines	Prints lines to separate the time intervals in the Appointments list.
Explanations	Prints the text from the Message box of appointments, tasks, or notes.
Deadlines	Prints the date and time tasks are due.
Include Completed	Prints tasks that have been marked completed.

8 Choose **OK** when you are done making your selections.

Printing to a File

Create WP File prints the Calendar to a file instead of to the printer.

1 Choose the **File** menu, then choose **Print Calendar** to open the Print Calendar dialog box.

2 Select **Create WP File**.

3 Type a path and filename in the **Create WP File** text box.

4 Choose **OK** when you are done making your selections.

Print Setup

Use Print Setup to tell GroupWise which printer you want to use and what margins you want on the printed page. These settings affect the items you print. For information on printing your Calendar, see *Print Calendar*.

Concepts

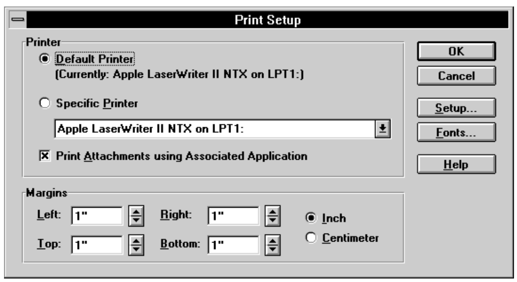
Print Setup

You can use Print to print mail and phone messages, appointments, tasks, notes, and attachments.

Before you attempt to print from GroupWise, however, you will want to set up your printer using Print Setup.

Selecting a Printer

1 Choose the **File** menu, then choose **Print Setup** to open the Print Setup dialog box.



2 Select **Default Printer** if you want to use the default printer specified in Windows Setup.

or

Select **Specific Printer**, then select a printer from the drop-down list to print to a different printer.

3 Choose **OK** to close the Print Setup dialog box.

Setting Margins

Set the margins to specify the amount of white space on each edge of the printed page. You can specify the margins using inches or centimeters. If you set the margins using one type of measurement, then select the other type of measurement, GroupWise will convert the margins to the new measurement type.

1 Choose the **File** menu, then choose **Print Setup** to open the Print Setup dialog box.

2 Select **Inch** or **Centimeter** to select a type of measurement.

3 Specify the margins by typing or using the increment arrows next to the **Left**, **Right**, **Top**, and **Bottom** text boxes.

4 Choose **OK** to close the Print Setup dialog box.

Additional Information

Printing Attachments
You can select **Print Attachments using Associated Application** in the Print Setup dialog box to print an attachment using the associated application (see *Associations Preferences*). For example, if **Print Attachments using Associated Application** is selected, and you wanted to print a Quattro Pro spreadsheet that is attached to an item, the spreadsheet would be printed from Quattro Pro, not from GroupWise.

More Print Options
Choose **Setup** or **Fonts** from the Print Setup dialog box for more print options. The options change depending on the printer you selected in Print Setup.

You can choose **Help** from the Windows dialog boxes for more information.

Proxy

Use Proxy to access the Mailbox of a user who has given you access rights.

Concepts

How Can I Use Proxy?
If you are an administrative assistant or receptionist, you may be asked to accept, decline, and schedule meetings or screen mail in someone's behalf. The person you are a proxy for can assign to you the rights you need. For example, your manager might give you read/write access to her appointments so you can manage her schedule and schedule meetings, but not read her mail.

If you proxy for several users, you can have multiple windows open, each displaying items for different users.

Unless you are running in Client/Server mode, to act as a proxy you must have an account on the same post office as the user for whom you are a proxy.

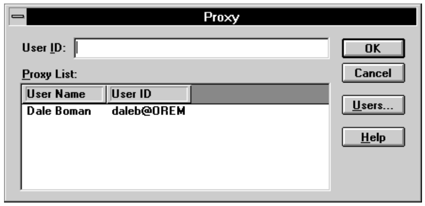
Having Someone Act as Your Proxy
If you want someone to act as a proxy for you, you must give him or her rights in the Access List dialog box. The person who will act as your proxy should then add your name to his or her proxy list. See *Access List*.

Withholding read or create privileges from a proxy does not hide item types. For example, if you give a proxy read and create access to all items except appointments, the proxy can still see the appointments in your Item list box, but cannot read them. However, if you withhold Mark Private rights, all items marked Private in your Mailbox are hidden from your proxy.

Adding a User to Your Proxy List

You can choose **Proxy** from the **File** menu in any window or click Proxy  in most views or windows.

1 Click Proxy, then choose **Proxy** again to open the Proxy dialog box.



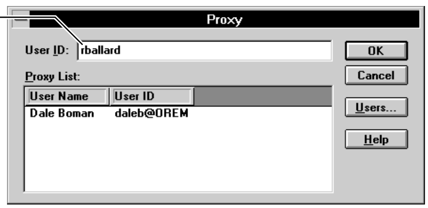
2 Choose **Users** to open the Address Book.

The Address Book lists only the users in your post office. You cannot be a proxy for a user who is not in your post office.

3 Select the user ID of the user who has given you proxy rights in the Access List dialog box.

The user you selected appears in the User ID text box.

The User ID text box lets you type in the user if you already know the correct user ID.



4 Choose **OK** to close the Proxy dialog box.

IMPORTANT: If the user you are proxy for has not given you access rights by adding you to their access list, an alert box may appear telling you access to that user is denied.

The username of the user you just added to your proxy list appears on the title bar and you now have access to his or her items within the active window only. You can add as many usernames as you have access to. Each username remains on your proxy list until you exit GroupWise.

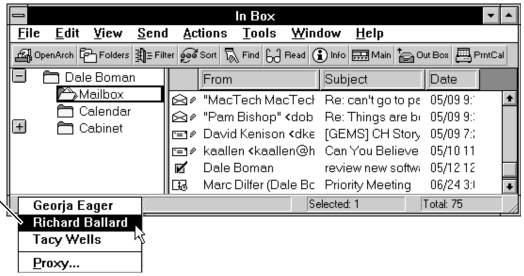
Acting as a Proxy

You can choose **Proxy** from the **File** menu in any window, or if you have already proxied for a user, you can choose that user by clicking **Proxy** to display the user's name.

1 Click Proxy in almost any view or window, then choose the username of the user you want to proxy for.

If you want the same view open for several different users, open a copy for each one, then repeat step 1 and choose a different user for each view.

The Proxy list always displays in the lower-left corner of the window or view.



2 When you want to return to your own Mailbox, click Proxy  again, then choose your own user ID.

Additional Information

Archiving Items

Generally, you should avoid archiving items while you are acting as a proxy for another user. If you do, you will archive items from the other user's Mailbox to your specified Archive directory. If this happens, the other user won't have access to those archived items.

If you must archive for the other user, you may consider placing the Archive directory on a drive that both you (the proxy) and the other user have access to. See *Location of Files Preferences*.

QuickFinder

Use QuickFinder File Indexer to create indexes for selected documents and then rapidly search through these indexes for documents containing a specific word or phrase. You can also use QuickFinder to search for specific files and file patterns.

Concepts

QuickFinder Index

A QuickFinder index is a full-text, alphabetical list of every word contained in the files and directories you specify. This index file also contains information about the files in which each word is located. A QuickFinder index cannot be printed or viewed; it is produced in highly compressed format for QuickFinder use only.

Indexing WordPerfect Documents and Other Documents

QuickFinder can index files created in WordPerfect 4.2 - 7.0 and ASCII formats. QuickFinder also indexes most types of .WPG text. Any other file formats are treated as ASCII text and QuickFinder indexes the ASCII words they contain.

Excluding Files from Being Indexed

If you do not want QuickFinder to index certain files, you can exclude those files when you build the QuickFinder index. See *Files That Are Not Indexed* under *Additional Information* in this section.

Creating a QuickFinder Index

1 Choose **QuickFinder** from any directory dialog box, such as Add Attachment or Retrieve.

2 Choose **Indexer**.

If you have not specified a directory for your index files, select a directory, then choose **OK**.

3 Choose **Create**.

4 Type a name for the index you are creating, then choose **OK**.

The name can be a description to help you identify the group of files you are indexing (for example, “Company Newsletters”).

5 Specify the file or directory you want to index in the **Add Directory** [**and File Pattern**] text box.

You can specify a filename pattern (for example, C:\REPORTS*.DMB) to include only certain files in a directory.

To display all the files in the current directory, choose **Browse**.

6 To index the files in all subdirectories also, select **Include Subtree**.

7 Choose **Add** to include the file or directory that you want to index.

8 Repeat steps 5-7 until you have added all the files and directories you want to index.

9 Choose **Generate**, then choose **OK** when the index is completed.

10 Choose **Close**, then choose **Close** again to return to the directory dialog box.

Updating and Regenerating Indexes

If you modify files that are included in an index (the index criteria), you should update or regenerate that index. You can have all your indexes updated automatically at a certain time of day using the KickOff utility.

It is usually faster to update a QuickFinder index than it is to regenerate one because an update simply adds new information to the most recently generated index file. However, when your updates take a long time, regenerate the index.

Updating Indexes with New or Modified Files

1. Choose **QuickFinder** from any directory dialog box, such as Add Attachment or Retrieve.
2. Choose **Indexer**, then select the index you want to update from the **Index Names** list box.
3. Choose **Generate**, select **Update Index With New or Modified Files**, then choose **OK**.
4. Choose **OK** when the index is complete.
5. Choose **Close**, then choose **Close** again to return to the directory dialog box.

Regenerating Indexes

You can regenerate indexes by indexing all the files in the index again.

1. Choose **QuickFinder** from any directory dialog box, such as Add Attachment or Retrieve.
2. Choose **Indexer**, then select the index you want to update from the **Index Names** list box.
3. Choose **Generate**, select **Index All Files**, then choose **OK**.
4. Choose **OK** when the index is complete.
5. Choose **Close**, then choose **Close** again to return to the directory dialog box.

Editing an Index

You can change the directories, files, or indexing options for an index.

1. Choose **QuickFinder** from any directory dialog box, such as Add Attachment or Retrieve.
2. Choose **Indexer**, then select the index you want to edit from the **Index Names** list box.
3. Choose **Edit**.
4. Specify the file or directory you want to add to the index in the **Add Directory** [**and File Pattern**] text box, then choose **Add**. See *Creating a QuickFinder Index* in this section.
5. Select the files or directory you want to remove from the index in the **Directories to Index** list box, then choose **Remove**.
6. Choose **Options** to set specific options for the index you are editing. See *QuickFinder Index Preferences* under *Additional Information* in this section.

7 When you finish editing the index, choose **Generate**.

8 Select **Update Index with New or Modified Files**, then choose **OK**.

or

Select **Index All Files**, then choose **OK**.

9 Choose **OK** when the index is complete.

10 Choose **Close**, then choose **Close** again to return to the directory dialog box.

Deleting an Index

1 Choose **QuickFinder** from any directory dialog box, such as Add Attachment or Retrieve.

2 Choose **Indexer**, then select the index you want to delete.

3 Choose the **Options** pop-up list, choose **Delete**, then choose **Yes**.

Moving or Renaming an Index

1 Choose **QuickFinder** from any directory dialog box, such as Add Attachment or Retrieve.

2 Choose **Indexer**, then select the index you want to move or rename.

3 Choose the **Options** pop-up list, then choose **Move** or **Rename**.

4 If you are moving an index, type the new path and filename in the **New Filename** text box, then choose **OK**.

or

If you are renaming an index, type the new name for the index, then choose **OK**.

Searching Files and Indexes

QuickFinder can rapidly locate files and word patterns in files and QuickFinder indexes.

1 Choose **QuickFinder** from any directory dialog box, such as Add Attachment or Retrieve.

2 Choose the **Search In** pop-up list, then choose **Directory** or **Subtree** to search files in the current directory or subtree.

or

Choose **Disk** to select an entire drive to search.

or

Choose **QuickFinder Index** to select the index you want to search.

3 If you want to search using a filename pattern, type the file pattern you want to search for in the Path(s)/Pattern(s) text box.

You can use wildcard characters to search for specific types of files. You can also combine multiple search patterns in the Path(s)/Pattern(s) text box (for example, c:\docs*.doc,*.txt, f:\master*.let, d:\templates*.wpg).

4 If you want to search for words or phrases, type the search word or phrase in the Search For text box. Click Operators or Concepts to refine your search. See

Specifying Search Conditions and *Expanding QuickFinder Searches* under *Additional Information* in this section.

5 Select **WordPerfect Documents Only** to limit your search to documents written in WordPerfect formats.

6 Type a date range in the **From** and **To** text boxes, if you want to specify files whose date falls within a date range.

or

Choose the calendar icons to specify a From and To date range.

7 Choose **Find**. A list of the files that contain the search pattern, word, or phrase is displayed in the Search Results List dialog box.

To save this list for another search, select **Save Search Results**.

To view the contents of a file, select the file, then choose **View**.

To copy, move, rename, or delete the files, change attributes, or print a list of the files found, choose an option from the **File Options** pop-up list.

8 Continue searching files by choosing QuickFinder and using steps 1-7 above. Select **Add Matching Files to Search Results** to add any new files found to the original list.

HINT: To refine a search, choose **QuickFinder**, then select **Search Results List** from the **Search In** pop-up list. This option becomes available after your first search. Only the files in the previous search results list are searched for the criteria you specify in this search, including file patterns.

9 Choose **Close** twice to return to the directory dialog box.

Saving and Reusing Searches

You can save searches for future use, remove the current search, and load previously saved searches.

Clearing the Search Fields

1 Choose **Clear** from the QuickFinder **Options** pop-up list.

Saving a Search Query

1 Define a search, using a file pattern or word pattern, along with any operators you want to use.

2 Choose **Save Search Query** from the QuickFinder **Options** pop-up list.

3 Type a name for the search, then choose **Save**.

Reusing a Search Query

1 Choose **Load Search Query** from the QuickFinder **Options** pop-up list.

2 Select the search you want to use, then choose **Load**.

Deleting a Search Query

1. Choose **Delete Search Query** from the QuickFinder **Options** pop-up list.
2. Select the search you want to delete, then choose **Delete**.

Retrieving the Previous Search Results List

1. Select **Last Search Results** from the QuickFinder **Options** pop-up list if you want to retrieve the previous **Search Results** list.

When you retrieve this list, you should also retrieve the search query used to generate this search.

Additional Information

Speeding Up Indexing

The following list includes suggestions that can help you increase the speed of creating QuickFinder indexes. See *QuickFinder Index Preferences* in this section.

- Select a broad level of indexing for **Index Level**, such as **Document** or **Paragraph**.
- Launch QuickFinder Indexer in stand-alone mode (while no other programs are running).
- Create an index that contains only Document Summary fields.
- Exclude as many document types as you can.
- Don't include numbers.
- If you are indexing a large number of small files, change the show indexing progress to a larger number.

Index File Information

You can get comprehensive information about what options an index includes, what files and directories it indexes, when it was created, and how large it is.

1. Select the index you want information on, then choose **Options** from the QuickFinder File Indexer dialog box. See steps 1 and 2 under *Creating a QuickFinder Index* earlier in this section for information on how to access the dialog box.
2. Choose **Information**.

Using QuickFinder Indexes Generated by Others

You can use QuickFinder indexes generated by someone else. Use the Import Index feature to import an index.

1. Choose **Options** in the QuickFinder File Indexer dialog box. See steps 1 and 2 under *Creating a QuickFinder Index* in this section for information on how to access the dialog box.
2. Choose **Import**.
3. Select a QuickFinder index file with a .IDX extension, then choose **Import**. If prompted for an index name, enter a name, then choose **OK**.

You have search-only rights to the index; you cannot make changes to this index.

QuickFinder Index Preferences

QuickFinder Index Preferences let you change how QuickFinder generates an index and what the index will contain. You can choose options for all indexes or for an individual index. Most of the options will also affect the speed of indexing. See *Speeding Up Indexing* in this section.

To change options for all new indexes,

1. Choose **Options** from the QuickFinder File Indexer dialog box, then choose **Preferences**.
2. For additional options, choose **Advanced**. Refer to the table below for explanations.

To change options for a particular index,

3. Select the index you want the changes to apply to, then choose **Edit**.
4. Choose **Options**.

The options are described in the following table.

Option	What It Does
Show Indexing Progress Every *x* Files	Lets you specify how many files will be indexed before the progress line shows change. (Applies to all indexes.)
Location for Index Files	Lets you specify the default location for index files. (Applies to all indexes.)
Location for Shared Indexes	Lets you specify the default location for shared index files. (Applies to all indexes.)
Expand Browse Dialog	Lets you specify how the Edit Index and Create Index dialog boxes appear. If you select **Expand Browse Dialog**, the filename, drives, and directories display each time the dialog box is opened. (Applies to all indexes.)
Exclude Files	Ignores all specified file types. All files with .EXE, .COM, and .DLL extensions are excluded by default.
WordPerfect Documents Only	Indexes only WordPerfect 5.1/5.2 - 7.0 documents (but not WordPerfect 4.2 documents).
Index Contains	Lets you specify how much of a document to index.
Index Level	Lets you specify an area to search for word patterns (for example, on the same line, or in the same paragraph).
Include Numbers in Index	Indexes numbers as well as letters.
Extended Characters in unknown formats	Lets you specify how extended characters in unknown formats are treated in the index. If you are indexing a document created in Windows, choose **Interpret as ANSI**; if you are indexing a document created in DOS, choose **Interpret as ASCII**. If you have both or are unsure, select **Exclude**.

QuickFinder Log Files

A QuickFinder log file is created when QuickFinder attempts to index a file that is open or password-protected. The log file has the same name and directory location as the QuickFinder index file, but has a .LOG file extension.

Specifying Search Conditions

The following *operators* and *switches* can be used to create a word search pattern in the QuickFinder dialog box. See *Searching Files and Indexes* in this section.

Operators must be preceded and followed by a space. The binding order specifies which operators will be implemented first. For QuickFinder, this order is: NOT, ORDER, AND, OR.

Operator	Word Pattern	Finds
And (&)	mountain & goat mountain AND goat mountain goat	Files containing the words "mountain" *and* "goat."
Followed By (..)	mountain .. goat	Files that contain both words, with the first word before the second word somewhere in the document.
Group ( )	(/Firstpage (/Line subject reorganization) "John Smith" companyX)	Files with the first page containing the words *subject* and *reorganization* on the same line, with *John Smith* and *companyX* appearing on the same page.
Not (!)	mountain ! goat mountain NOT goat	Files with the word "mountain" *but not* "goat."
Or (¦)	mountain ¦ goat mountain OR goat	Files that contain the words "mountain" *or* "goat" *or* both words.
No wildcards	/Nowildcard	* and ? are treated as characters, and not wildcards. Default is /Wildcard.
Words with same prefix	/Prefix	Matches all words with the same set of initial characters.
Disables scanning	/Noscan	Does not allow QuickFinder to perform a scan.

Match	Word Pattern	Finds
Zero or More Characters (*)	mountain*	Files containing all variations of words that begin with “mountain,” with or without other characters (for example, *mountain*, *mountains*, and *mountainous*).
Any Single Character (?)	mountain?	Files that contain the word “mountain” plus a single character (for example, *mountains*).
Case Insensitive	/NoCase	Words that match search terms, ignoring uppercase and lowercase. This is the default setting.
Case Sensitive	/Case	Words that match uppercase and lowercase pattern of search terms.
Prefix Mode Off	/NoPrefix	Turns Prefix mode off.
Words with same prefix	/Prefix	Matches all words with the same set of initial characters.

Closeness of Words	Word Pattern	Finds
Document	/Document	Words in the same document (this option resets all other levels).
Field	/Field	Words in the same field. Use this option with database-oriented files such as merge files. Works on non-index searches only.
Hard Page	/HardPage	Words in the same section, bounded by hard pages.
Line	/Line	Words on the same line, as currently formatted on disk.
Page	/Page	Words on the same page, as currently formatted on disk.
Paragraph	/Paragraph	Words in the same paragraph.
Phrase ("")	"___"	Phrases, exactly as you type them, where “phrase” is the text you are searching.
Record	/Record	Words in the same record. Use this option with database-oriented files such as merge files. Works on non-index searches only.
Sentence	/Sentence	Words in the same sentence.
Within # Words	/#	Words that are within a certain number of words of each other (for example, /2 finds search words within two words of each other in the document).
Within Off		Disables the Within # Words switch.

Components	Switch	Finds
Entire	/Entire	Matches in all document text and all document summary information. This is the default switch.
First Page	/FirstPage	Matches only in the first page of the document text and in the document summary.
Summary Only	/Summary	Matches in all document summary information.
Text Only	/Text	Matches in all document text, excluding headers, footers, and document summaries.
Summary Fields	/Summary= name *or* /name *or* /Summary=n	Matches in the document summary field you specify. The name of the field replaces the field number in the Switch pattern. See *Searching Document Summary Fields* below.

Summary	Switch	Finds
(summary field name)	/(summary field name) (operator) Example: /author=	Search criteria in the specified document summary field.

See *Searching Document Summary Fields* in this section.

Other	Switch	Finds
Scan Off	/Noscan	Does not allow QuickFinder to perform a scan.
Wildcard Off	/Nowildcard	* and ? are treated as characters, and not wildcards. Default is /Wildcard.
Wildcard On	/Wildcard	* and ? are treated as wildcards.

HINT: Some search operators do not work with all search fields. For instance, /Line and /Summary do not apply to a Filename Only search.

Use parentheses to group a search query. For example, (/Firstpage (/Line subject reorganization) "John Smith" companyX) finds all files with the first page containing the words *subject* and *reorganization* on the same line, with *John Smith* and *companyX* also appearing on the page.

HINT: Place the switches before the words they affect.

Expanding QuickFinder Searches

You can use the Concept Builder to expand your QuickFinder searches by including alternative forms of words such as conjugations, synonyms, and other spellings.

To use the Concept Builder,

1. Choose **QuickFinder** from any directory dialog box, such as Add Attachment or Retrieve.
2. Type the word(s) you want to Search For, then choose **Concepts**.
3. Select the search term for which you want to include alternate words.
4. Choose from the following options:

Option	**What It Does**
Word Forms	Includes conjugations, plurals, adjective, and adverb forms of the selected word in the search.
Thesaurus	Includes synonyms of the selected word from the Thesaurus list in the search.
Thes->Word Forms	Includes conjugations, plurals, adjective, and adverb forms of the synonyms of the selected word in the search.
Typo	Includes possible misspellings and typos of the selected word in the search, and words the selected word might be a misspelling or typo for.
Phonetic	Includes phonetic spellings that sound like the selected word in the search.

5. Select the original or alternative words you do not want to use and choose **Exclude**. (Select disabled words and choose **Include** to enable them again.)
6. Choose **OK** to include the enabled alternative words in the search.
7. Choose **Find** to begin the search including the alternative words.

Searching Document Summary Fields

Additional document summary search fields are made available to you when Entire Document-Summary Fields or Summary Fields Only is selected during index generation. See *QuickFinder Index Preferences* under *Additional Information* in this section.

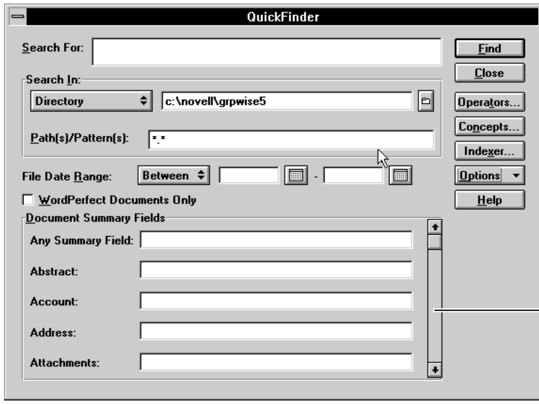
You can search for specific words or phrases in any of the available document summary fields as you scan files on disk.

To search document summary fields,

1. Open QuickFinder from any directory dialog box.
2. Choose **All Summary Fields** from the **Options** pop-up list.

HINT: If you would like to search the summary fields you selected in Document Summary, choose **Default Summary Fields**.

The Document Summary Fields list box appears. Use the scroll bar to move through the alphabetical list of fields.



Scroll for additional summary fields

3 Type the text or word pattern you want to find in the text boxes next to each summary field.

or

Choose **Options**, choose **All Summary Fields**, then select a summary field from the scrollable list. Type text you are searching for in that summary field.

4 Choose **Find**.

If you choose No Summary Fields from the Options pop-up list to hide the Document Summary Fields text boxes, QuickFinder will not use the search text you type into the document summary field text boxes.

HINT: If you use more than one summary field for searching, then all conditions of the search must be true.

Files That Are Not Indexed

QuickFinder ignores temporary files, open files, and documents with passwords. By default, QuickFinder also ignores executable files (for example, those with .EXE, .DLL, and .COM extensions). You can use **Exclude Files** to specify which files to ignore. See *QuickFinder Index Preferences* in this section.

Saving QuickFinder Indexes

QuickFinder saves indexes after every generation. You name the file when you create the index, and QuickFinder stores the indexes as files that use a .IDX extension (for example, BRIEFS92.IDX). Incremental index files receive a .INC extension. Error messages are stored in a file with a .LOG extension. You can specify the directory where indexes are stored using the **Location for Index Files** option on the QuickFinder Preferences dialog box.

Running QuickFinder as a Standalone Application

You can run QuickFinder Indexer independent of any other WordPerfect application by double-clicking the QuickFinder icon in the Windows Program Manager.

QuickList

Use QuickList to define a list of the directories and files you use most frequently. You can use your QuickList when you need to access or modify those directories and files.

Creating or Adding to Your QuickList

1 Make sure a directory dialog box, such as Add Attachment or Retrieve, is open.

2 If the QuickList is not displayed, choose **QuickList**, then choose either **Show QuickList** or **Show Both**.

3 Choose **QuickList**, then choose **Add Item**.

HINT: You can also right-click the QuickList, then choose **Add Item**.

4 If you are adding a directory, specify the directory in the **Directory/Filename** text box.
or
If you are adding a document, type its path and filename.

You can use wildcard characters to include specific types of files. See *Wildcard Characters* under *Additional Information* in this section.

5 Type a description for the directory or filename (such as Business Letters or Slide Shows) in the **Description** text box.

6 Choose **OK** to add the item to your QuickList.

7 Repeat steps 3-6 to add any other items, then choose **OK**.

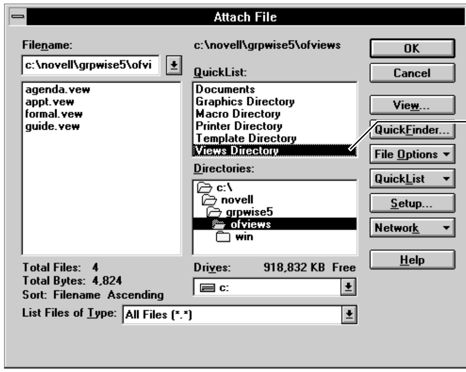
Using Your QuickList

1 If the QuickList is not displayed when you open a directory dialog box (such as Add Attachment or Retrieve), choose **QuickList**, then choose either **Show QuickList** or **Show Both**.

HINT: You can also right-click the Directories list, then choose either option.

2 Select the QuickList item you want to use. If your list contains many items, you can find an item quickly by clicking inside the **QuickList** list box, then typing the first few letters of the item you want.

3 If an item represents a directory, double-click it to see a list of the files associated with it.



This QuickList item represents the c:\novell\grpwise\ofviews directory.

4 Select the file you want.

Editing a QuickList Item

1 Make sure a directory dialog box, such as Add Attachment or Retrieve, is open, and you have already created a QuickList.

2 If the QuickList is not displayed, choose **QuickList**, then choose either **Show QuickList** or **Show Both**.

3 Select the QuickList item you want to edit.

4 Choose **QuickList**, then choose **Edit Item**.

HINT: You can also right-click the QuickList, then choose **Edit Item**.

5 Type any new information in the **Directory/Filename** and **Description** text boxes, then choose **OK**.

Deleting a QuickList Item

1 Make sure a directory dialog box, such as Add Attachment or Retrieve, is open, and you have already created a QuickList.

2 If the QuickList is not displayed, choose **QuickList**, then choose either **Show QuickList** or **Show Both**.

3 Select the item you want to delete.

4 Choose **QuickList**, then choose **Delete Item**.

HINT: You can also right-click the QuickList, then choose **Delete Item**.

5 Choose **Yes** if you are sure you want to delete it.

Additional Information

Wildcard Characters

You can use wildcard characters to include specific types of files. For example, typing **c:\october*.rpt** will include all files in the OCTOBER subdirectory of the C: drive with the extension .RPT; typing **c:\october*.*** includes all files in the OCTOBER subdirectory.

Printing the QuickList
To print the QuickList, right-click the QuickList, choose **Print QuickList**, then choose **Print**.

Read

Use Read to view the contents of items listed in a calendar view, the In Box, Out Box, or Trash.

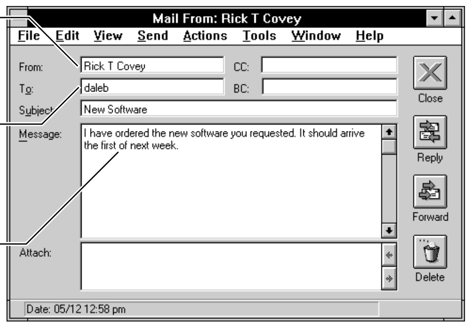
Reading an Item

1. Double-click **In Box**, **Out Box**, **Trash**, or **My Calendar** in the Main Window.
2. From the In Box, Trash, or calendar view, double-click the item.
   or
   From the Out Box, select the item, choose the **Actions** menu, then choose **Read**.

The sender's name appears in the From box.

Your user ID appears in one of three address text boxes.

The message appears in the Message box.



Your username appears in the To box or CC box if you received the original item or a carbon copy. If your username appears in the BC box, only you and the sender know you have received a copy of the item. Your name appears in the From box if you sent the item.

3. Choose **Close** when you are done reading the item.

Additional Information

Reading Multiple Items
If you are reading all your items, you can choose **Read Next** from the **Actions** menu to open the next item or **Read Previous** from the **Actions** menu to open the previous item in the list box.

Copying Text From an Item
You cannot change the text in an item you receive. However, you can copy selected text in the address boxes, Subject box, or Message box to the Clipboard to use in another item or application.

Refresh

Use Refresh to update any open window to display new items.

1 Double-click **In Box**, **Out Box**, or **Trash** or choose **My Calendar**, then choose a calendar view.

2 Choose the **View** menu, then choose **Refresh** to update all open windows.

You can set a regular Refresh Interval in Environment Preferences. See *Environment Preferences*.

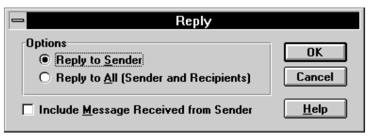
Reply

Use Reply to respond directly to the person who sent an item to you. When you reply, GroupWise opens a new mail view and addresses it to the person you are replying to.

Replying

1 Double-click **In Box** or **My Calendar** in the Main Window, then select the item you want to reply to.

2 Choose the **Send** menu, then choose **Reply** to open the Reply dialog box.



3 Select **Reply to Sender** to reply only to the sender.

or

Select **Reply to All** (**Sender and Recipients**) to reply to the sender and everyone the item is addressed to.

4 To include the original message, select **Include Message Received from Sender**.

5 Choose **OK**, type your message, then choose **Send**.

Additional Information

Editing the Reply Address and Subject Boxes

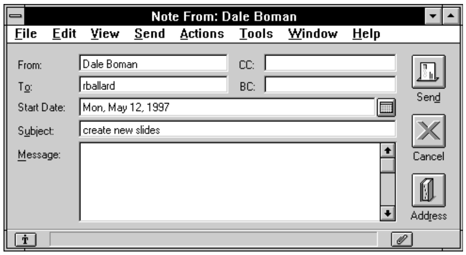
You can edit the address and subject text boxes of a reply. For example, if you want to reply to all but one or two of the users to whom the original item was addressed, you can delete those users from the To box. You can also cut users from the To text box and paste them to the CC or BC text boxes. See *Clipboard*.

Resend

Use Resend to resend an item you already sent to other users.

1 Double-click **Out Box** in the Main Window, then select the item you want to resend.

2 Choose the **Send** menu, then choose **Resend** to open the item you already sent.



3 Edit the item, then choose **Send**.

An alert box will appear that asks you if you want to retract the original item.

4 Choose **Yes** to retract the original item you sent and send the modified item.
or
Choose **No** to keep the original item you sent and send the modified item.

Mail and phone messages are not retracted if they have already been opened. Appointments, notes, and tasks can be retracted at any time.

Resources

Use Resources to reserve conference rooms, slide projectors, video machines, and so on for meetings. If you are the owner of a resource, you are responsible for accepting or declining requests for it.

Concepts

What a Resource Is

Resources are items that can be scheduled for different uses. They can be anything from a room to an overhead projector to a car. The system administrator defines resources by giving them an identifying name and assigning them to users. When the system administrator creates a resource definition, full proxy rights are given to the *owner* of that resource. The owner uses those proxy rights to receive notification of and accept or decline appointments.

Scheduling a Resource

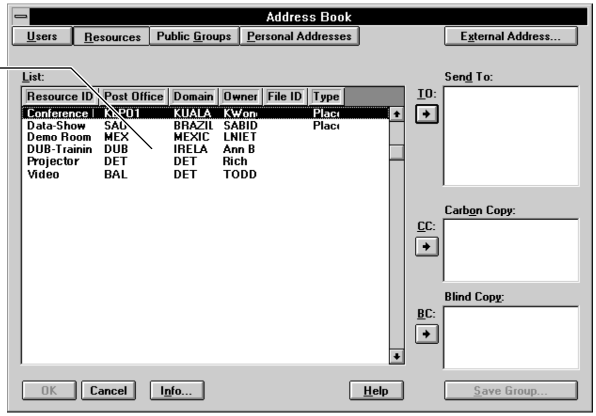
1 Choose the **Schedule** pop-up list in the Main Window, then choose **Meeting**.

2 Choose **Address**.

3 Choose the users for the Send To, Carbon Copy, or Blind Copy boxes.

4 Choose **Resources** to display the Resources list, double-click the resources you want, then choose **OK** when you are finished.

The Resources List box

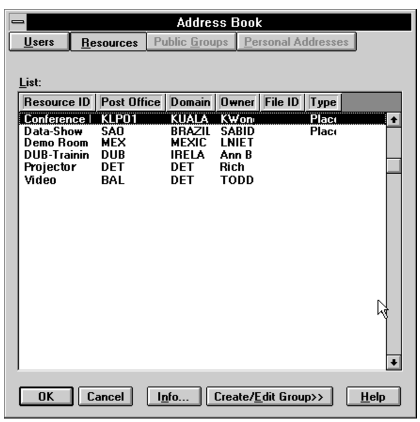


5 When you are finished filling in the item, choose **Send**.

Proxying a Resource

1 Choose the **File** menu in the Main Window, then choose **Proxy** to open the Proxy dialog box.

2 Choose **Users** to open the Address Book, then choose **Resources** to display the Resource List.



3 Double-click the resources you have access rights to proxy, then choose **OK** to close the Address Book and return to the Proxy dialog box.

You can only proxy resources that are on your post office.

4 Choose **OK** to close the Proxy dialog box and add the resource to your proxy list.

Receiving Notification for a Resource

1. Choose the **File** menu, then choose **Preferences**.
2. Double-click **Subscribe to Notify**, then choose **Add Users** to open the Address Book.
3. Choose **Resources** to display the Resources List.
4. Double-click the resource you own to place it in the Send To box, then choose **OK** to close the Address Book and place the resource in the Notification List box.
5. Select **Subscribe to Notification** to receive notification when a user requests the resource.
6. Select **Subscribe to Alarms** to receive notification of appointments the resource is scheduled for.
7. When you are finished, choose **OK** to close the Subscribe to Notify dialog box, then choose **Close** to close the Preferences dialog box.

Accepting and Declining Resource Requests

1. Double-click **In Box** in the Main Window.
2. Choose Proxy , then choose the resource.
3. Double-click the item in the Item list box, choose **Accept** or **Decline**, then choose **Accept** or **Decline** again in the dialog box that appears.

Creating an Automatic Accept or Decline Rule

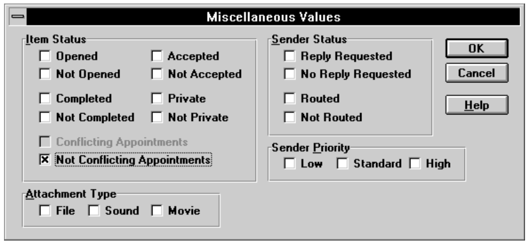
As the owner of the resource, you have full proxy rights to that resource. Therefore, you can create rules for the resource. The rules described below accept or decline requests for the resource. The Accept rule accepts if the resource is not scheduled for the time requested. The Decline rule declines if there is a schedule conflict.

1. Choose the **File** menu in the Main Window, then choose **Proxy** to open the Proxy dialog box.
2. Choose the resource you want to create a rule for, then choose **OK** to close the Proxy dialog box.
3. Choose the **Tools** menu, then choose **Rules** to open the Rule List.
4. Choose **Create** to open the Create Rule dialog box.
5. Type **Accept** in the Rule Name box for the Accept rule.
   or
   Type **Decline** in the Rule Name box for the Decline rule.
6. Choose **Appointment** in the If Item Type Is group box, then choose **Misc Values**.

7 Select **Not Conflicting Appointments** in the Item Status group box for the Accept rule.

or

Select **Conflicting Appointments** in the Item Status group box for the Decline rule.



8 Choose **OK** to close the Miscellaneous Values dialog box.

9 Choose the **Add** pop-up menu, then choose **Accept** to open the Accept with Comment dialog box.

or

Choose the **Add** pop-up menu, then choose **Delete/Decline** to open the Decline with Comment dialog box.

10 If you want, type a response in the Comment box, then choose **OK** to add Accept or Delete/Decline to the Then Actions Are list box.

11 Choose **Save** to save the rule, then choose **Close** to close the Rules dialog box.

Retrieve

Use Retrieve to open a text file into the Message box of an item. For example, you can retrieve a word processing text file into your item as the message.

Concepts

Retrieve Compared to Attach

Retrieve and Attachments serve different functions in GroupWise. Retrieve lets you open a text file into the Message box of an item. This means you can create a message in a separate word processor. However, some of the formatting codes may be lost.

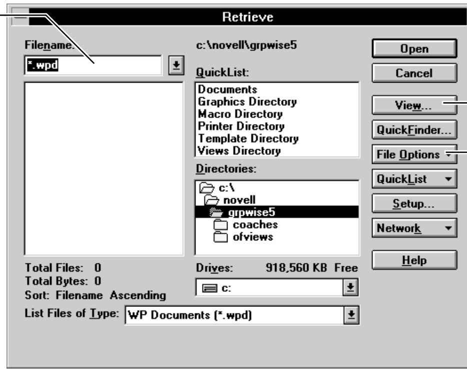
Attach lets you include a file with the item you send, but the attachment does not appear in the Message box of the item. However, attaching a file retains all your formatting codes. If you want to read an attachment you receive, you can open it and it will launch its associated application. See *Attachments*.

Retrieving a File into an Item

1 Choose the view you want from any item view pop-up list in the Main Window.

2 Choose the **File** menu, then choose **Retrieve** to open the Retrieve dialog box.

You can type the filename in the Filename text box.



You can choose View to view a file before you retrieve it into the Message box.

You can choose other options from the File Options pop-up list.

3 Select the file you want by typing the name in the Filename text box, or use the Filename list box to select the file.

4 Choose **Open** to insert the file into the Message box.

Routing Slip

Use Routing Slip to send a task or a mail message to several people consecutively.

Concepts

How Can I Use Routing Slip?

You could write a letter, attach it to an item, then route it through your editor, your immediate supervisor, and your department supervisor for changes, comments, and approval. You could add yourself as the last person on the routing slip to retrieve the item and the final copy of the revised attachment. Routing slips are useful because once a user marks the item completed, the item goes to the next person on the list.

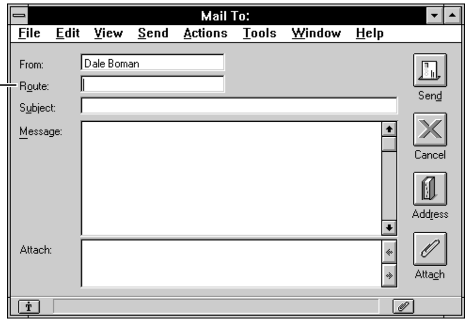
As the originator of the routed item, you can check the item's routing status from your Out Box Information window.

Creating a Routing Slip

1 Double-click **Send Mail** or **Assign Task** in the Main Window.

2 Choose the **Send** menu, then choose **Routing Slip**.

The To text box changes to the Route text box.



3 If you want to require everyone who receives the item to enter a password before completing the item, choose the **Send** menu, then choose **Send Options**. Choose **Advanced**, then select **Require Password to Complete Routed Item**. Choose **OK**, then choose **OK** again.

4 Choose **Address**  to open the Address Book.

5 Double-click the usernames of the users in the order you want the item routed, then choose **OK**.

6 Finish filling in the item, then choose **Send** .

Completing a Routed Item

1 Double-click **In Box** or **My Calendar** in the Main Window, then double-click the routed item.

The Routed Item dialog box opens. Choose **OK** to continue.

2 Choose the **Actions** menu, then choose **Mark Completed**.

If the sender has required a password to complete the item, you will be prompted for the password.

GroupWise then sends the item to the next person on the routing slip.

3 Choose **Close** to close the item.

Editing an Attachment to a Routed Item

1 Double-click **In Box** or **My Calendar** in the Main Window, then double-click the routed item to open it.

2 Click the attachment in the Attach box, choose the **File** menu, then choose **Open**.

The application associated with the attachment launches and opens the attachment.

3 Make the changes you need, then save the file.

The file is saved to the temporary files directory on your hard drive. Do not change the path to the file or GroupWise can't include the changes with the routed item.

4 Quit the application, then click **Completed** in the status bar of the routed item to send the edited attachment to the next user.

Additional Information

Deleting a Routed Item

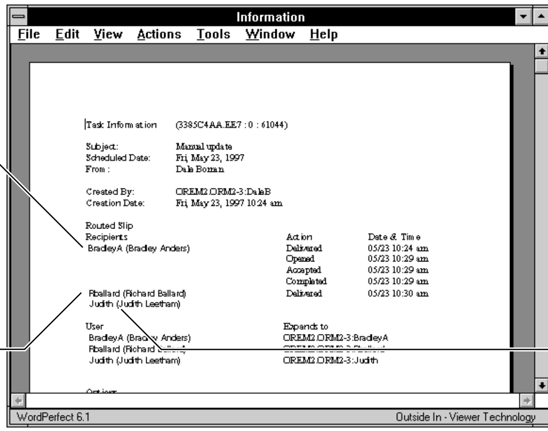
If you attempt to delete a routed item, a dialog box informs you that the item is routed. If you decide to delete the item anyway, the item is not passed on to the next user. You must mark the item complete before you delete it if you don't want to stop the routing of the item.

Checking Completion Status

If you want to see if a recipient of a routed task has completed the task, double-click the item in your Out Box to open the Information window. Check the Action column in the window to see the item status (Delivered, Opened, Completed, and so on). See *Info*.

Brad has marked the item completed.

Richard has received the item.



Judith has not yet received the item.

If one of the recipients of the routing slip is using a version of WordPerfect Office® prior to 4.0, GroupWise delivers a copy of the item to the user, marks the item completed, and routes the item to the next recipient.

Rules

Use Rules to define a set of conditions and actions to be performed when an item meets those conditions. You can specify such actions as moving items to folders, forwarding and replying to items, and deleting items. Rules can help you organize your Mailbox, automate your Mailbox when you are away, or delete unwanted items.

Concepts

How Can I Use Rules?

Rules can automate many tasks, whether your computer is on or off. Here are some examples:

- Move items to a folder depending on the sender, recipient, subject, and so forth
- Delete unwanted items before they reach your In Box
- Delegate tasks and appointments while you are on vacation
- Decline conflicting appointments

- Archive all items placed in a folder

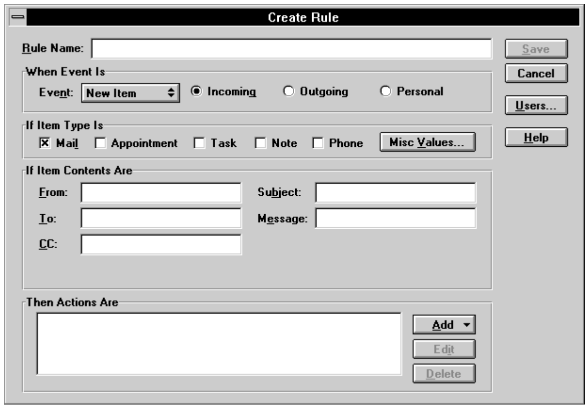
Rules Execution Order

GroupWise checks and executes rules in the order that they are displayed in the Rules dialog box. When you create a new rule, it is added to the bottom of the list. If you want to have it checked and executed earlier in the order, you can drag the rule to a new position.

Creating a Rule

1 Choose the **Tools** menu, then choose **Rules** to open the Rules dialog box.

2 Choose **Create** to open the Create Rule dialog box.



3 Type a name in the **Rule Name** text box.

4 Choose the **Event** pop-up list, then choose the event that you want to start the rule.

The following table explains what the events are and the options available with each event.

Event	Description	Associated Options
New Item	The rule is triggered when a new item is placed in your GroupWise Mailbox.	Incoming (the item was placed in your In Box), Outgoing (the item was placed in your Out Box), or Personal (you created the item for yourself and it was placed in your Calendar)
Filed Item	The rule is triggered when an item is placed in a specific folder.	Select Folder
Open Folder	The rule is triggered when you open a specific folder.	Select Folder
Close Folder	The rule is triggered when you close a specific folder.	Select Folder

Event	Description	Associated Options
Startup	The rule is triggered when you start GroupWise.	No options
Exit	The rule is triggered when you exit GroupWise.	No options
User Activated	The rule can only be triggered when you select the rule in the Rules dialog box, then choose **Run**.	No options

5 If you chose **New Item**, **Startup**, **Exit**, or **User Activated**, select **Incoming**, **Outgoing**, or **Personal** to indicate the source of the message.

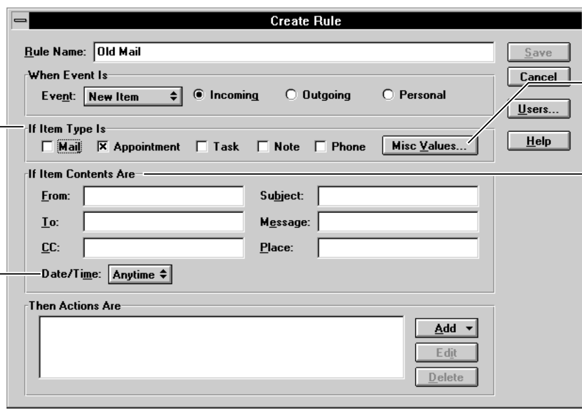
6 If you chose **Filed Item**, **Open Folder**, or **Close Folder**, you can click the folder icon, select a folder, then choose **OK** to display the folder name in the Select Folder box.

If you select a folder, the rule applies only to items that were moved to the folder when the folder was opened or closed. If you do not select a folder, the rule applies whenever an item is moved to any folder, or when any folder is opened or closed.

7 Select the item types you want the rule to act on from the If Item Type Is group box.

The If Item Type Is group box lets you select the items affected by the rule.

The Date/Time pop-up list lets you define the time range for scheduled items.



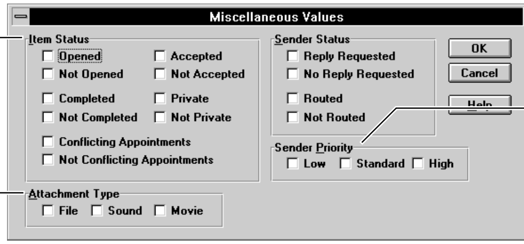
Misc Values lets you open a dialog box that lists item attributes.

The If Item Contents Are group box lets you type the text that the items need to include to be affected by the rule.

8 You can select more options by choosing **Misc Values**, then specifying the attributes the items must have to be affected by the rule.

An item must have the item status you specify to be affected by the rule.

An item must include the attachment type you specify to be affected by the rule.



An item must have the priority you specify to be affected by the rule.

9 Choose **OK** to close the Miscellaneous Values dialog box.

10 Define the item contents by typing the user ID, subject, and so forth in the If Item Contents Are group box.

11 If you want the rule to pertain only to scheduled items within a certain range of time, select the scheduled items in the If Item Type Is section, then deselect **Mail** and **Phone Message** if they are selected. Choose the **Date/Time** pop-up menu, choose a range, then type the date and time in the fields.

12 Choose **Add**, then choose the action you want the rule to perform.

The following table explains each action and gives the steps required to prepare the action for the rule. The actions cannot be performed if an item does not match both the When and If criteria. When an item matches the criteria, GroupWise performs the action you specify.

For example, if the rule is triggered when you receive an item from a specific person, and the action for the rule is Delete, GroupWise deletes the item without prompting you first.

Action	Result	Steps
Send Mail	Sends a mail message that you prepare in advance when an item matches the When and If criteria.	The New Mail Item dialog box appears. Type the information, including the address and message. You can also include attachments. Choose **OK** to save the message and add New Item To to the Then Actions Are list box.
Forward	Forwards each item that matches the When and If criteria to another user.	The Forward dialog box opens. Type the information, including the address and message. You can also include attachments. Choose **OK** to save the message and add Forward To to the Then Actions Are list box.

Action	Result	Steps
Delegate	Reassigns each appointment, task, note, or routed item that matches the When and If criteria.	The Delegate dialog box appears. Type a user ID to delegate the appointment, task, note, or routed item to, then type messages in the **Comments to Sender** and **Comments to Recipient** text boxes. Choose **OK** to add Delegate To to the Then Actions Are list box.
Reply	Sends a reply to the sender of each message that matches the When and If criteria.	The Reply dialog box opens. Select **Reply to Sender** or **Reply to All** (**Sender and Recipients**), then choose **OK**. Type a message in the box that appears. You can include CC or BC addresses, but not the To address. You can also include attachments. Choose **OK** to save the message and add Reply to the Then Actions Are list box.
Accept	Accepts each appointment, task, or note that matches the When and If criteria.	Type a message in the Accept with Comment dialog box, then choose **OK** to add Accept to the Then Actions Are list box.
Delete/Decline	Declines each appointment, task, or note that matches the When and If criteria.	Type a message in the Decline with Comment dialog box, then choose **OK** to add Delete/Decline to the Then Actions Are list box.
Empty Item	Empties the item from your Trash.	None
Move to Folder	Moves each item that matches the When and If criteria to the folder you select.	The Move Item to Folder Action dialog box opens. Select the folder you want the item moved to, then choose **Move** to add Move to Folder to the Then Actions Are list box.

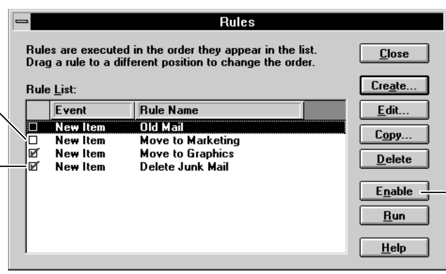
Action	Result	Steps
Link to Folder	Links each item that matches the When and If criteria to the folder you select.	The Link to Folder Action dialog box opens. Select the folder you want the item linked to, then choose **Link** to add Link to Folder to the Then Actions Are list box.
Archive	Moves each item that matches the When and If criteria to the Archive directory. New items cannot be archived, so this option is unavailable if you have New Item selected in the Event pop-up list.	None
Mark as Private	Marks Private each item that matches the When and If criteria.	None

13 Choose **Save** to save the changes and close the Create Rule dialog box.

14 Choose **Close** to close the Rules dialog box.

Enabling a Rule

A rule must be enabled before it can be activated by an event. When a rule is enabled it is marked by a check.



Disabled rule

Enabled rule

When you select a disabled rule, Enable appears. When you select an enabled rule, Disable appears.

1 Choose the **Tools** menu, then choose **Rules** to open the Rules dialog box.

2 Select the rule you want to activate, then choose **Enable**.

A check mark appears next to the rule.

Disabling a Rule

When you disable the rule, the rule cannot be triggered. However, the rule is still listed in the Rules dialog box so you can enable the rule when you need it again.

1 Choose the **Tools** menu, then choose **Rules** to open the Rules dialog box.

2 Select the rule you want to disable, then choose **Disable**.

The check mark next to the rule disappears.

Manually Executing a Rule

To trigger a rule manually, you must first select the items or folders the rule will work with in the In Box, Out Box, or Trash, or a calendar view.

1. Double-click **In Box**, **Out Box**, or **Trash**.
2. Select the items in the Item list box or the folders in the Folder list box that you want to apply the rule to.
3. Choose the **Tools** menu, then choose **Rules** to open the Rules dialog box.
4. Select the rule you want to trigger.

A rule can be triggered manually whether it is enabled or disabled.

5. Choose **Run** to trigger the rule.

Modifying a Rule

1. Choose the **Tools** menu, then choose **Rules** to display the Rules dialog box.
2. Select the rule you want to modify.
3. Select **Copy** if you want to save the original rule.
4. Choose **Edit**, then make the changes you want in the Edit Rule dialog box.

See *Creating a Rule* in this section.

5. Choose **Save** to save the changes and close the Edit Rule dialog box.
6. Choose **Close** to close the Rules dialog box.

Save

Use Save to store items and attachments as files on your hard drive, a personal network directory, or a floppy disk.

When you save an item, Save leaves the item in your In Box or Out Box and saves an additional copy as a text file in the location you specify. If you save an item you are creating but have not sent, the message is saved as a text file (attachments are not saved).

Saving an Item

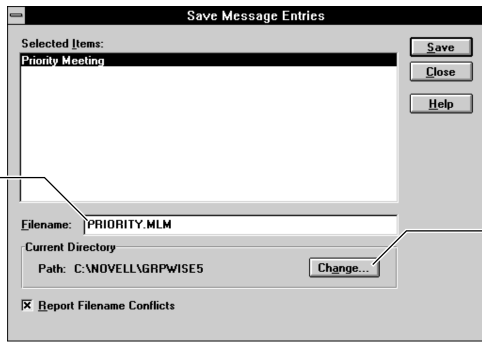
1 Double-click **In Box** or **Out Box** in the Main Window.

You can also save new items you are creating and items in the Trash.

2 Select an item in the Item list box.

3 Choose the **File** menu, then choose **Save** to open the Save Message Entries dialog box.

The text file will have the same name as the item unless you type in a new name.



You may need to choose Change to open the Select Directory dialog box to change to another server or directory.

4 Choose **Change** if you want to save the file to another directory or server.

5 Choose **OK** if you don't want to assign the file a different filename.

or

Type a new filename, then choose **Save**.

If any file exists with the same filename, an alert box will appear asking if you want to replace the existing file. Choose **Yes** to replace the existing file, or choose **No** to give the file a different name.

6 Choose **Close** to close the Save Message Entries dialog box.

Saving an Attachment

1 Double-click **In Box** or **Out Box** in the Main Window.

2 Select the items with attachments that you want to save.

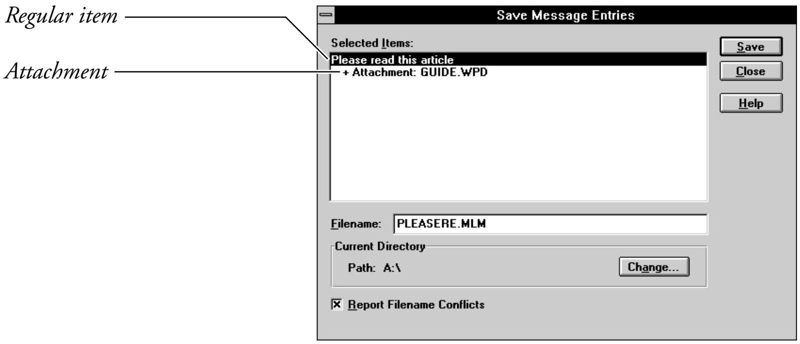
Items that include attachments are marked with a paper clip icon and the item icon.

To mark a range of items or attachments, select the first item in the range, press **Shift**, then select the last item in the range.

To mark multiple non-sequential items or attachments, press **Ctrl** and select the items you want.

3 Choose the **File** menu, then choose **Save** to open the Save Message Entries dialog box.

Attachments are listed in the dialog box and appear with a + sign underneath the items they are attached to.



4 Select an attachment in the Selected Items list box.

The filename appears in the Filename text box.

5 If you want to assign the file a different filename, select the existing filename, then type in the new filename.

If the filename you assigned already exists, an alert box will appear that prompts you to replace the current filename.

You can choose **Yes** to replace the current filename or choose **No** to return to the Save Message Entries dialog box to change the filename.

6 Choose **Save**, then choose **Close** to close the Save Message Entries dialog box.

Save View

Use Save View to save an item view you frequently send or a view you received.

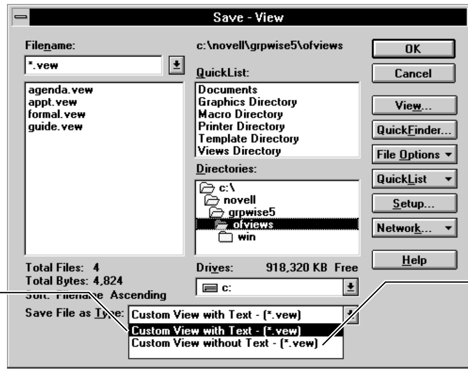
Saving a View

1 Choose an item view from a pop-up list in the Main Window.

2 Fill in the information for the view, add an attachment to the view, and select any options you want.

3 Choose the **File** menu, then choose **Save View** to open the Save-View dialog box.

This option lets you save your custom view with the text in the text boxes.



This option lets you save your custom view without the text in the text boxes.

4 Type a name in the Filename text box or select an existing view filename in the Filename list box.

5 Choose **OK**.

If the view filename you selected already exists, an alert box will appear asking if you want to replace the view. Choose **Yes** if you want to replace the view, or choose **No** if you want to give the view a different name.

6 Type the view name in the Name text box. This name will appear on a pop-up list in the Main Window.

7 Choose **OK**.

8 Double-click the Control-menu box to close the item view.

Send

Use Send to send a mail or phone message, schedule an appointment, assign a task, or post a note. The process for sending is basically the same for all item types. The differences are in the options that are unique to each item, such as scheduling a date in an appointment or filling in the Caller text box in a phone message. If you need more information about an item type, see the reference section for that item. The section will also explain the options unique to that item type.

Sending an Item

1 Choose the item you want to send in the Main Window.

You can either double-click the appropriate icon or choose the view from the pop-up list below the appropriate icon. Either method opens the item view.

2 If you don't know the user IDs of the recipients, choose **Address** to open the Address Book, double-click the names to place them in the Send To box, then choose **OK**.

or

If you know the user IDs, type them in the To box, separating the user IDs with a comma.

3 Type an explanation in the Subject box.

4 Type a message in the Message box.

5 If the item has more options, such as Priority or Start and End date, fill in the appropriate text boxes.

See *Appointment*, *Task*, *Note*, or *Phone Message* to learn about the options available for each item type.

6 If you want to attach a file, choose the **File** menu, then choose **Attach File**. Select the file in the Filename list box, then choose **OK**. See *Attachments*.

7 If you want to change the send options, choose the **Send** menu, then choose **Send Options**. Set the options you want for the item, then choose **OK**. See *Send Options*.

8 When you are finished preparing the item, choose **Send**.

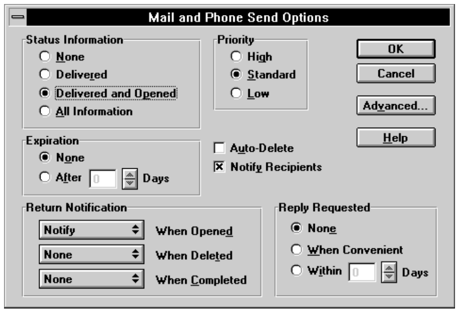
Send Options

Use Send Options from the Send menu to override the Send Options settings you chose in Preferences. The settings are changed for the item you are creating only; the default settings you chose in Preferences remain the same.

Selecting a Send Option

1 Open an item view in the Main Window.

2 Choose the **Send** menu, then choose **Send Options** to open the view's Send Options dialog box. The dialog box that displays will differ depending on the view you have open.



You can select the following item options:

Option	**Applies to**	**Explanation**
Status Information	All Items	You can set the status to None, Delivered, Delivered and Opened, or All Information. The status information you specify is displayed when you open the Information window to track the items you have sent to other users.
Priority	All Items	You can set priority to High, Standard, or Low. The item icon in the Item list box is red for high priority, your default color for normal priority, and gray for low priority.
Expiration	Mail, Phone	You can set expiration to None or have the item removed from your Out Box and the recipient's In Box after a specified number of days, if the recipient has not yet opened the item.
Auto-Delete	Mail, Phone	You can choose Auto-Delete if you want an item you have sent automatically moved to the Trash after all the recipients have deleted the item and discarded it from their Trash.

Option	Applies to	Explanation
Notify Recipients	All Items	You can set this option to notify recipients when you send an item. The recipients must be running Notify to make this option effective. See *Notify*.
Return Notification	All Items	You can choose to receive notification when the item you sent is opened, declined, deleted, or completed. Use the pop-up lists to specify if you want to receive notification, a mail receipt, or both. If you choose a Mail Receipt, any comments included with accepted or declined items will be included in the Message box of the return receipt as well as in your Out Box Information window.
Reply Requested	Mail, Phone	You can select one of these options if you want a reply request to appear in the Message box of the items you send. You can specify the number of days if you want. If you select **None**, no reply request appears in the Message box.
Advanced	All Items	For an explanation of the Advanced Send Options, see *Advanced Send Preferences*.

3 Choose **OK** when you are done setting the options to close the Send Options dialog box.

Set Alarm

Use Set Alarm to set up alarm notification for a scheduled appointment.

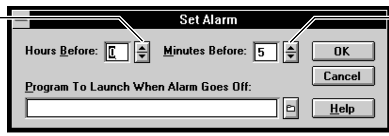
If you have selected **Set Alarm When Accepted** in Appointment Time Options Preferences, you do not need to set an alarm for each appointment you accept.

IMPORTANT: Notify must be running for alarms to work.

Setting an Alarm

1. Double-click **My Calendar** in the Main Window, then double-click an appointment you have already accepted.
2. Choose the **Actions** menu, then choose **Set Alarm**.

You can click the increment arrows to change the number in the Hours Before text box.



You can click the increment arrows to change the number in the Minutes Before text box.

3. Type the number of hours you want to be notified before the appointment.
4. Type the number of minutes you want to be notified before the appointment.

For example, if you want to be notified 10 minutes before an appointment, type 0 hours, 10 minutes.

5. Choose **OK** to close the Set Alarm dialog box and return to the appointment.

Setting an Alarm to Launch a Program

You can set an alarm to open a file or run a program when the alarm goes off. For example, you can set an appointment to back up your files when you aren't at work but your computer is on.

1. Choose the **Schedule** pop-up list, then choose a personal appointment.
2. Fill in all the information, including the date and time you want the program to launch. See *Appointment*.
3. Choose the **Actions** menu, then choose **Set Alarm** to open the Set Alarm dialog box.
4. Type the complete pathname of the program you want to launch in the Program To Launch When Alarm Goes Off text box.

   or

   Click the folder icon next to the text box to open the Select File dialog box.
5. Select the program you want to launch, then choose **OK** to close the Select File dialog box.
6. Choose **OK** to close the Set Alarm dialog box, then choose **OK** to schedule the appointment.

You can also launch macros by inserting a macro name as the program to launch.

Set Date

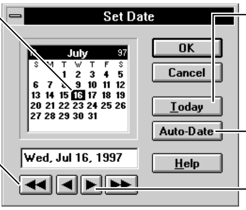
Use Set Date to select a date for a meeting, note, or task.

1 Open an appointment, note, or task view from the Main Window.

2 Choose the **Send** menu, then choose **Set Date** to open the Set Date dialog box.

You can select a date by clicking a day in the monthly calendar.

The double arrow buttons let you select a previous or future year.



Today lets you select the current day in the monthly calendar.

Auto-Date lets you schedule recurring appointments, notes, or tasks.

The single arrow buttons let you select a previous or future month.

3 Select the date you want, then choose **OK** to close the Set Date dialog box and display that date in the view.

4 When you are done filling in the information, choose **Send** or **OK**.

Shelf

Use the Shelf to automate some of your tasks. You can place views, applications, macros, and files on the Shelf so you can open them quickly. You can drag any icon in the Main Window to the Shelf.

Concepts

How Can I Use the Shelf?

The Shelf works much the same as the Windows Program Manager. It lets you put all of your most-used applications, batch files, GroupWise macros, and views where they are easily accessible. For example, if you like to prepare important messages in a word processing application, rather than GroupWise, you can place the application on the Shelf for easy access. Or, if you have two calendar views you refer to often, you can combine them on the Shelf so you can open them both at the same time.

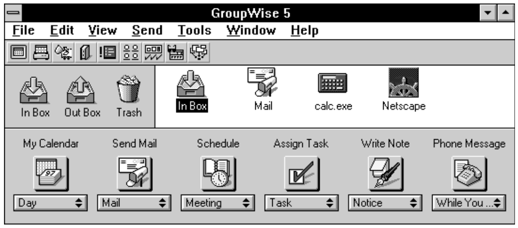
Placing a View on the Shelf

1 Drag the **In Box** or **Out Box** icon to the Shelf.

or

Choose a view from any of the item view pop-up lists in the Main Window, then drag the icon on the Main Window to the Shelf. Close the view that has opened.

When you drop the icon on the Shelf, it changes to a shelf icon.



You can then double-click the shelf icon whenever you want to open the view.

Deleting an Icon from the Shelf

1 Right-click the shelf icon to display the QuickMenu, then choose **Delete** to remove the icon from the Shelf.

Combining Views on the Shelf

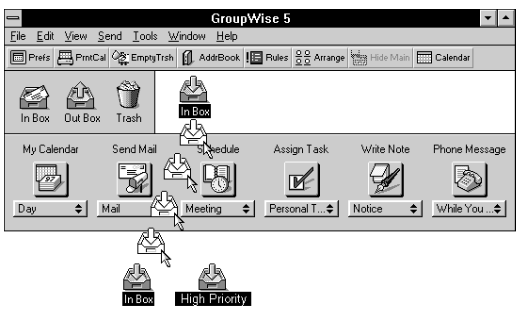
When you combine two views on the Shelf, you can double-click the combined view icon to display both views at the same time. For example, you can combine the In Box and Out Box so you can quickly see incoming and outgoing items.

1 Open any two or more windows or views.

2 Arrange the windows the way you want them to display when opened.

3 Minimize the views so they appear as icons on your desktop.

4 Drag one of the view icons to the Shelf.



5 Drag the second view icon to the existing icon on the Shelf.

6 Close the view icons on your desktop.

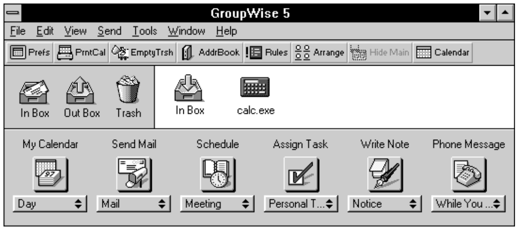
When you double-click the shelf icon for the first time, the views will display as minimized icons. Double-click each minimized icon, then close the open views. Now when you double-click the shelf icon, both views will open.

Adding an Application to the Shelf

You can place files such as applications (.exe), batch files (.bat), and macro files (.wcm) on the Shelf so you can easily launch them when you need to.

1 Open the Windows File Manager.

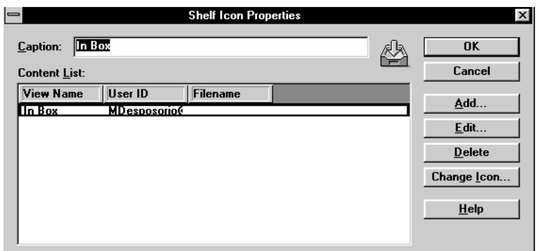
2 Drag a file and drop it on the Shelf. See *Associations Preferences*.



Changing Shelf Icon Properties

1 Select the icon on the Shelf to change the icon properties.

2 Right-click the icon to display the QuickMenu, then choose **Properties** to open the Shelf Icon Properties dialog box.



3 Make any changes to the shelf icon, then choose **OK** to close the Shelf Icon Properties dialog box and return to the Main Window.

Placing Another User's Calendar on Your Shelf

If you are a proxy for another user and need to manage that user's schedule, you can create a shelf icon that automatically opens the user's In Box or Calendar. See *Resources*.

1 Open a calendar view in the Main Window.

2 Click Proxy , then choose **Proxy** to open the Proxy dialog box.

3 Type the user ID of the user if you already know it.

or

Choose **Users** to open the Address Book, then double-click the user ID to insert it in the User ID text box in the Proxy dialog box.

4 Choose **OK**.

5 Minimize the proxy view so it appears as an icon on your desktop.

6 Drag the proxy view icon to the Shelf.

7 Close the proxy view icon.

When you double-click the shelf icon for the first time, the other user's Calendar will display as a minimized icon. Double-click the minimized icon, then close the open view. Now when you double-click the shelf icon, the user's Calendar will open.

Saving a Filtered Item List

1 Double-click the **In Box** or **Out Box** icon.

2 Choose the **View** menu, then choose **Filter** to open the Filter dialog box. See *Filter*.

3 Choose the filter options you want, then choose **OK** to close the Filter dialog box.

4 Minimize the filtered In Box or Out Box so it appears as an icon on your desktop.

5 Drag the minimized icon of the In Box or Out Box to the Shelf.

6 Close the minimized In Box or Out Box icon.

When you double-click the shelf icon for the first time, the In Box or Out Box will display as a minimized icon. Double-click the minimized icon, then close the open In Box or Out Box. Now when you double-click the shelf icon, the filtered In Box or Out Box will open.

The filter for the In Box or Out Box on your Shelf does not apply to any other In Box or Out Box icon.

Creating a Startup Icon

You can place an icon called *Startup* on the Shelf that contains as many views as you want. When you start GroupWise, all the views contained in the Startup icon will open.

1 Drag to the Shelf the view you want to open when you start GroupWise.

2 Choose the **File** menu, then choose **Properties** to open the Shelf Icon Properties dialog box.

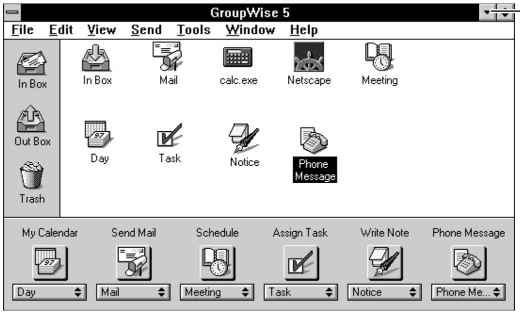
3 Type **Startup** in the Caption text box.

4 Choose **OK** to close the Shelf Icon Properties dialog box and return to the Main Window.

Additional Information

Expanding the Shelf

You can expand the Shelf to see more of your icons by clicking the Maximize button in the top right corner of the Main Window.



The Restore button replaces the Maximize button when the window is maximized.

To return the Shelf to its original size, choose the Restore button.

Minimized Icon

You can make any view open minimized by right-clicking its icon in the Shelf, then choosing **Properties**. Choose **Edit**, then choose **Run Minimized**.

Sound

Use Sound annotations to attach voice or digitally recorded sound files to an item. You can also use sound to play sound clips that are included with items you receive.

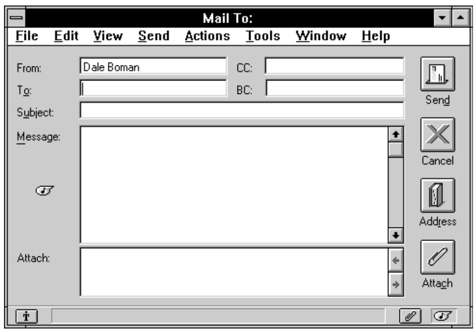
To use the full capability of the Sound feature, you must have the appropriate hardware and software drivers installed. If you want to create voice recording files, you will also need a microphone or some type of input device.

Sending Voice Mail

1 Choose a group view from an item view pop-up list in the Main Window.

2 Drag the Sound icon from the status bar and drop it on any gray space in the item view.

As soon as you drop the sound icon, the recorder window opens.



HINT: If you drag the sound icon to an area other than a gray space in the item view, the pointer changes to indicate that you cannot place the sound icon there.

3 Choose the **Record** button and speak clearly into the microphone.

4 When you are finished recording, double-click the Control-menu box to close the recorder window and return to the item view.

An alert box appears asking if you want to save the file.

5 Choose **Yes**, then choose **Send**.

The recipient can double-click the sound icon to play the sound attached to the item.

Additional Information

Naming a Sound Annotation
If you do not name a sound annotation you create, the default names of *Sound Clip 1, Sound Clip 2,* and so on will be generated.

Spell Check

Use Spell Check to check for misspelled words, duplicate words, and irregular capitalization in the text boxes of an item you are sending. You select the dictionaries that are used during each spell-check.

How Spell Check Searches Dictionaries

Spell Check searches two types of dictionary files: main dictionaries and supplementary dictionaries. When you spell-check a document, Spell Check first checks to see if a word or phrase is listed in selected supplementary dictionaries that you create and customize. If the word is not found in the supplementary dictionaries, Spell Check checks the word lists or rules in the main dictionaries you select.

Main Dictionaries

The main dictionary file shipped with GroupWise is a *.LEX file. See *Dictionary Filenames* under *Additional Information* in this section. You can chain up to nine compatible main dictionary files to the main dictionary. See *Chaining Dictionaries* under *Additional Information* in this section.

Supplementary Dictionaries

You can create supplementary dictionaries that include key words and phrases that you want Spell Check to skip, replace, or display specified alternatives for.

You can also add words and phrases to a supplementary dictionary during a spell-check session. For example, when Spell Check stops on a word that you know is spelled correctly (such as your last name), you can add the word to any supplementary dictionary you are using.

Spell-Checking Text in an Item

1. Place the insertion point in the text box you want to spell-check.
2. Choose the **Tools** menu, then choose **Spell Check**.
3. Select the text you want to spell-check, the dictionaries you want to search, and the other options you want to use from the **Check**, **Dictionaries**, and **Options** menus.

HINT: The selections you make from the **Check**, **Dictionaries**, and **Options** menus for one spell-check session remain effective for all spell-check sessions until you change them.

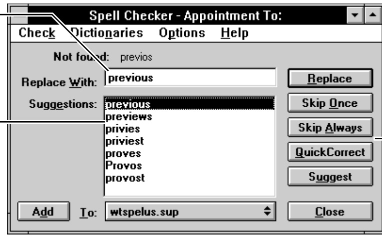
See *Selecting Text to be Checked*, *Selecting Dictionaries for Spell Check*, and *Using Spell Check Options* in this section.

4. Choose the supplementary dictionary you want to add words to during the spell-check from the Add To pop-up list.

5 Choose **Start**.

Word or phrase selected by Spell Check

Replacement words and phrases suggested by Spell Check



Options available during a spell-check

6 Choose one of the options described in the table below when Spell Check selects a word or phrase.

HINT: You can also click a selected word or phrase in the text box, edit the text, then choose **Resume** to continue the spell-check.

7 Choose **Yes** to exit Spell Check when a spell-check is completed, or choose **Close** to exit Spell Check before completing a spell-check.

Option	What It Does
Replace	Replaces the word or phrase with the text specified in the Replace With text box. You can select one of the items in the Suggestions list box or edit the word or phrase in the text box.
Skip Once	Skips one occurrence of the word or phrase.
Skip Always	Skips every occurrence of the word or phrase during the current spell-check.
Add	Adds the word or phrase to the dictionary selected in the Add To pop-up list.
Suggest	Displays additional words or phrases, if there are any, in the Suggestions list box.
Resume	Lets you continue an incomplete spell-check.
QuickCorrect	Lets you add a replacement word for the misspelled word. See *QuickCorrect*.

Selecting Text to Be Checked

You can specify part of a text box you want Spell Check to check by selecting the text before choosing **Spell Check**.

1 Open **Spell Check**.

2 Choose the **Check** menu, then select **Word** or **Text Entry Box**.

Word checks the word closest to the insertion point; Text Box checks the entire text box.

HINT: Sentence, Paragraph, Page, Document, To End of Document, Number of Pages are not available as options in GroupWise.

Selecting Dictionaries for Spell Check

You can select the chain of main dictionary files and supplementary dictionary files you want Spell Check to search during a spell-check session.

1. Select a text box, choose the **Tools** menu, then choose **Spell Check**.
2. Choose the **Dictionaries** menu, then choose **Main**.

   or

   Choose the **Dictionaries** menu, then choose **Supplementary**.
3. Choose **Language**, select the language you want, then choose **OK**.

Unless you have a main dictionary .LEX file for the language you choose, you cannot create a dictionary chain for that language.

4. Select the position where you want to add a dictionary in the Dictionaries in Search Order list box, choose **Add**, select a dictionary filename from the Filename list box, then choose **OK**.

   or

   Select a dictionary filename in the Dictionaries in Search Order list box, then choose **Delete** to remove that filename from your chain. This action does not delete the file from the directory where you store your dictionary files.
5. Choose **Close**.

The order of the filenames in the Dictionaries in Search Order list box defines the order that Spell Check follows to search through a dictionary chain. You can delete and reinsert the filenames in the list box to change the search order.

Creating New Supplementary Dictionary Files

You can create new supplementary dictionary files in the same directory dialog box that you use to select and chain the dictionary files you want to use for a spell-check.

1. Select a text entry box, then choose **Spell Check** from the **Tools** menu.
2. Choose the **Dictionaries** menu, then choose **Supplementary**.
3. In the **Dictionaries in Search Order** list box, select the position where you want to add the new dictionary file you are creating.
4. Choose **Create**, specify the new filename in the Filename text box, then choose **OK**.

For information about adding words and phrases to new and existing supplementary dictionary files, see *Editing a Supplementary Dictionary* below.

Editing a Supplementary Dictionary

You can delete, edit, or add words and phrases in a supplementary dictionary.

1. Select a text box, choose the **Tools** menu, then choose **Spell Check**.
2. Choose the **Dictionaries** menu, then choose **Supplementary**.
3. Select a supplementary dictionary file, then choose **Edit**.

4 Select the word or phrase you want to delete in the Key Words list box, choose **Delete**, then choose **Yes**.

or

Select the word or phrase you want to edit in the Key Words list box, choose **Edit**, specify the changes you want, then choose **OK**.

or

Choose **Add**, type the word or phrase you want to add to the supplementary dictionary, then choose the option you want. You can specify replacements and alternatives. When you are finished, choose **Apply** to add additional items, or choose **OK** to exit.

5 Choose **Close**.

For more information about the options available in the Edit Word/Phrase and Add Word/Phrase dialog boxes, see *Defining Words to Skip*, *Defining Replacement Words and Phrases*, and *Defining Alternatives* below.

Defining Words to Skip

You can specify the words you want Spell Check to skip during a spell-check by adding them to a supplementary dictionary. For example, you can define product names and personnel names in your company as words to be skipped.

You can also specify how a word should be capitalized by defining it as a word to be skipped. See *Capitalization Difference* under *Additional Information* in this section.

1 Select a text box, choose the **Tools** menu, then choose **Spell Check**.

2 Choose the **Dictionaries** menu, then choose **Supplementary**.

3 Select the supplementary dictionary you want, choose **Edit**, then choose **Add**.

4 Select **Skip**, then specify the key word or phrase you want Spell Check to skip in the Word text box.

5 Choose **Apply** to add additional words or phrases to the supplementary dictionary, or choose **OK** to exit the dialog box.

Defining Replacement Words and Phrases

If there is a word or phrase that you often type incorrectly, you can define a correctly spelled word or phrase as a replacement in a supplementary dictionary. For example, you could specify *the* as a replacement for *hte*.

You can also specify replacements for words such as abbreviations or acronyms with spelled-out words or phrases. For example, you could define *Chief Executive Officer* as the replacement for the acronym *CEO*.

1 Select a text box, choose the **Tools** menu, then choose **Spell Check**.

2 Choose the **Dictionaries** menu, then choose **Supplementary**.

3 Select the supplementary dictionary you want, choose **Edit**, then choose **Add**.

4 Select **Replacement**.

5 Specify the word or phrase you want Spell Check to replace in the Key Word text entry box.

6. Specify the word or phrase you want **Spell Check** to suggest as replacement text in the **Replacement** text entry box.
7. Choose **Apply** to add additional words or phrases to the supplementary dictionary, or choose **OK** to exit the dialog box, then choose **Close** until you return to Spell Check.

HINT: You can specify whether Spell Check prompts you to make defined replacements or whether Spell Check automatically makes those replacements during a spell-check session. Select **Auto Replace** on the Options menu to have Spell Check automatically make the replacements.

Defining Alternatives

If there are specific words and phrases that you want to avoid using, you can define lists of alternative words and phrases in supplementary dictionaries. Spell Check will display the specified alternatives as Suggestions when it finds the words you want to avoid during a spell-check.

For example, if you want to limit the use of gender-specific terms such as chairman, you can define alternatives such as *chairperson* and *chair*. You can also specify the text you want Spell Check to display as a comment (such as "this term is considered gender-specific and should be avoided").

1. Select a text box, choose the **Tools** menu, then choose **Spell Check**.
2. Choose the **Dictionaries** menu, then choose **Supplementary**.
3. Select the supplementary dictionary you want, choose **Edit**, then choose **Add**.
4. Select **Alternatives**.
5. Specify the word or phrase you want Spell Check to display alternatives for in the Key Word text box.
6. Specify an alternative word or phrase in the Alternative text box, then choose **Insert**. Repeat this step until all of the alternatives you want are listed in the List of Alternatives.
7. Choose **Apply** to add additional words or phrases to the supplementary dictionary, or choose **OK** to exit the dialog box.

Using Spell Check Options

1. Select a text box you want to spell-check.
2. Choose the **Tools** menu, choose **Spell Check**, then choose **Options**.

3 Select or deselect the options shown in the table below.

Option	What It Does
Words with Numbers	Selects words with combined letters and numbers as possible errors.
Duplicate Words	Selects duplicate words such as *the the* as possible errors and suggests one of the words as the Replace With text.
Irregular Capitalization	Selects words with capital letters placed inside lowercase words, such as *tHe*, as possible errors.
Auto Replace	Automatically makes replacements defined in selected supplementary dictionaries. Also, when you replace one word or phrase during a spell-check, Spell Check automatically replaces all occurrences of that word or phrase in the text being checked.
Auto Start	Automatically starts spell-checking when you activate the Spell Check. If you have already selected text, spell-checking will begin automatically even if you have not selected Auto Start.
QuickCorrect Dictionary	Enables the QuickCorrect Dictionary so Spell Check can use the QuickCorrect list during a spell check.
Beep on Misspelled	Beeps when Spell Check selects a word not found.

HINT: Exhaustive Checking, Recheck All Text, and Document Dictionary are designed for WordPerfect documents and are not available in GroupWise.

Additional Information

Add Word/Phrase Shortcut

You can also use a shortcut to open the Add Word/Phrase dialog box to add words to a supplementary dictionary. Before you choose **Start** to begin a spell-check, select the dictionary you want to add words to on the Add To pop-up list, then choose **Add**. See *Editing a Supplementary Dictionary* in this section.

Spell Check and Grammatical Errors

Spell Check cannot detect an error caused by a correctly spelled word in the wrong context. For example, if you typed *there house* rather than *their house,* Spell Check would not detect this grammatical error because *there* and *their* are valid words and are both spelled correctly.

Capitalization Difference

You can specify a word as uppercase, lowercase, or both by defining the word (typed with the case you want) as a word to be skipped in a supplementary dictionary. See *Defining Words to Skip* in this section. If the word you define is used in your document with a different case than the one specified, the word will be selected by Spell Check as a capitalization difference.

Chaining Dictionaries

Spell Check lets you create main dictionary chains and supplementary dictionary chains that include as many as 10 dictionaries in each chain. See *Selecting Dictionaries for Spell Check* in this section.

You can chain as many as nine compatible third-party dictionaries to the main dictionary. For example, if you work in the medical profession, you might want to include a compatible medical dictionary in your main dictionary chain.

Dictionaries with Word Lists and Algorithms

The Main Dictionary in Spell Check comes in two types. It is either a word list or an algorithmic dictionary. The type of dictionary you have depends on the language you are using. A main dictionary that is word-list based lets you check for correct spelling by comparing each word in your document with the dictionary word list. An algorithmic dictionary uses rules instead of words to check spelling.

Dictionary Filenames

Main dictionaries are **.LEX* files. A common *.LEX* filename would look like this: *YYXX.LEX*, where *XX* indicates the language code and *YY* indicates the application code. For example, *WPUS.LEX* is the United States English version of a dictionary shipped with GroupWise. *WPES.LEX* is the Spanish version.

The name of the supplementary dictionary shipped with Spell Check is *YYSPELXX.SUP*, where *XX* indicates the language and *YY* represents the application code. When you name other supplementary dictionary files, you may find it helpful to use a *.SUP* extension. If you are working on a network, a supplementary dictionary filename would resemble this: *XXXXX.SUP* (*XXXXX* represents your network initials).

International Dictionaries

The main dictionary is a **.LEX* file that is included as part of a language module. Language modules are available in the following languages:

- Catalan (CA)
- Danish (DK)
- Dutch (NL)
- English-Australia (OZ)
- English-Britain (UK)
- English-Canada (CE)
- English-United States (US)
- Finnish (SU)
- French-Canada (CF)
- French-National (FR)
- German-National (DE)
- German-Switzerland (SD)
- Icelandic (IS)
- Italian (IT)
- Norwegian (NO)
- Portuguese-Brazil (BR)
- Portuguese-National (PO)
- Spanish (ES)
- Swedish (SV)

To purchase an international language module, contact your local authorized reseller.

If a language module is not available for a language you want to use, you can create your own supplementary dictionary. See *Creating New Supplementary Dictionary Files* and *Editing a Supplementary Dictionary* in this section.

Subscribe to Notify Preferences

Use Subscribe to Notify to choose to receive another user's notification of incoming items and alarms. You can receive another user's notification only if that user has given you access rights. See *Access List*.

Concepts

Notify

Notify must be running on your computer for you to receive notification. See *Notify*.

Whose Notification You Can Subscribe To

You can only subscribe to a user's alarms and notification if that user has given you rights to receive notification. When you have rights from the user to receive her or his notification, you do not need to add that user to your proxy list to receive the notification.

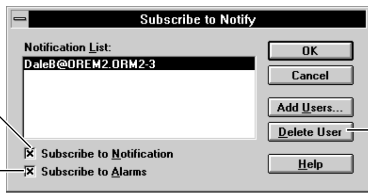
Subscribing to Notification

1 Choose the **File** menu, then choose **Preferences** to open the Preferences dialog box.

2 Double-click **Subscribe to Notify** to open the Subscribe to Notify dialog box.

You can select Subscribe to Notification to receive notification of new items the selected user receives.

You can select Subscribe to Alarms to receive alarms before the selected user's scheduled items.



You can choose Delete User to remove a username from the Notification List box.

3 Choose **Add Users** to open the Address Book.

4 Double-click the usernames of the users who have given you rights to receive their notification, then choose **OK**.

The usernames are added to the Notification List box.

5 Select a username in the Notification List box.

6 Select **Subscribe to Notification** to receive notification when the selected user receives an item.

7 Select **Subscribe to Alarms** to receive notification when the user is notified of an upcoming appointment.

8 Repeat steps 5-7 for all usernames in the Notification List box.

9 Choose **OK** to close the Subscribe to Notify dialog box.

10 Choose **Close** to close the Preferences dialog box.

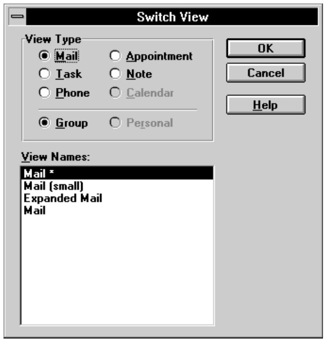
IMPORTANT: You can only subscribe to the notification of a user that is on the same post office as you.

Switch View

Use Switch View to change to another view while you have an item view or a calendar view open.

Switching Views While Creating an Item

1. Double-click an item view icon button on the Main Window to open a view.
2. Choose the **View** menu, then choose **Switch View** to open the Switch View dialog box.



3. Select **Group** or **Personal**.
4. Select the radio button next to the view type you want to switch to, select the view in the View Names list box, then choose **OK**.

All the applicable information that you typed in the original item view or calendar view is transferred to the new view you selected.

Additional Information

Switching Views While Reading an Item
You can also switch views while reading an item, but you can only switch within view types. For example, if a user sends you a mail message, you can switch to other mail views, but you cannot switch to a task view.

Switching Calendar Views
You can switch views when you have a calendar view open, but you can only switch to another calendar view. When you open the Switch View dialog box, all the item type radio buttons are dimmed.

System Colors

Use System Colors to determine whether the colors of the GroupWise dialog boxes are controlled by the Windows Control Panel or by GroupWise. For example, if you used the Windows Control Panel utility to display your windows and dialog boxes in blue, then windows and dialog boxes in GroupWise will display in blue.

System colors are displayed by default. To remove the system colors,

1. Choose an item view from a pop-up list in the Main Window.
2. Choose the **View** menu, then choose **System Colors** to turn the feature off.

If you later want to restore the system colors, choose the **View** menu, then choose **System Colors**.

Task

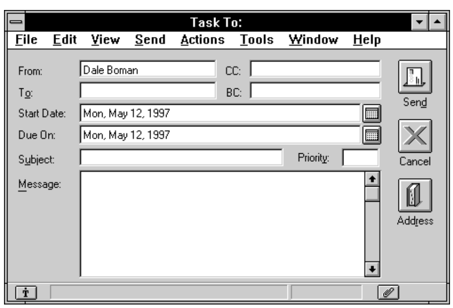
Use Task to add tasks to your own Tasks list or to another user's Tasks list.

The way you send a task is very much the same as sending any other item. The differences are in the options that are unique to each item, such as specifying the priority for a task. This section explains how to use the options unique to Task. If you need help sending an item, see *Send*.

Concepts

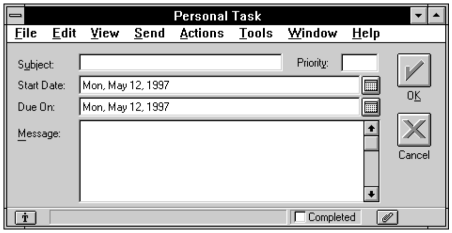
Group Tasks

Group tasks can be placed in your Calendar and sent to other GroupWise users. Tasks are placed in your Out Box when you send them and in your Calendar and In Box when you receive them. When you receive a task from another user, you have the option of accepting it or declining it.



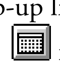
Personal Tasks

Personal tasks are placed only in your Calendar. They are not placed in your In Box, Out Box, or in any other user's GroupWise Mailbox. You can distinguish a personal task from a group task by the absence of address boxes.



Manually Setting the Start and Due Dates

The Start Date for a task is the date that it first appears on the recipient's calendar. If the task is not completed it will be shown in normal text until the Due On date. After the Due On date, the uncompleted task will be displayed in red text. To set the Start Date and Due On date,

1. Choose the **Assign Task** pop-up list in the Main Window, then choose a view.
2. Choose the Set Date button  for either the Start Date or Due On box.

You can click the date you want the appointment to occur on.

The single arrow buttons let you go forward and backward a month at a time.

The double arrows let you go forward and backward a year at a time.

Today resets the date to the current day.

Auto-Date lets you schedule recurring meetings with a single appointment. See Auto-Date.

Setting the Task Priority

Tasks can have two levels of priority. The first level is alphabetical; the second is numeric. For example, your tasks may have priorities such as A, A1, A2, B, B1, 1, 2, and so forth.

1. Choose the **Assign Task** pop-up list in the Main Window, then choose a view.
2. Type the priority in the **Priority** box.

Creating a Personal Task

1. Choose the **My Calendar** pop-up list, then choose **Day**.
2. Click the Tasks list, then type a description of the task.

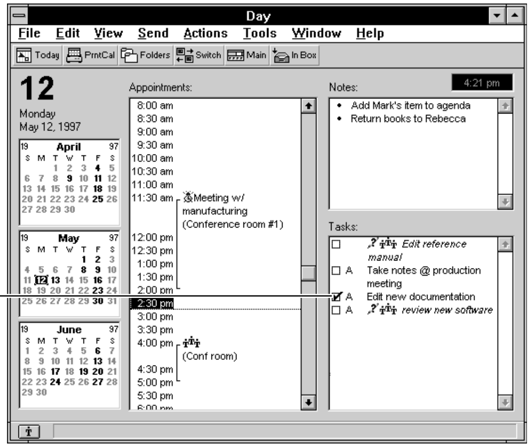
A text box appears as you begin typing.

3. When you are finished, press **Tab**.
4. To edit the description or add a priority, double-click the task to open the personal task view.

Completing a Task

1. Choose the **My Calendar** pop-up list, then choose a calendar view with a Tasks list.
2. Click the check box next to the task.

Tasks can be unmarked the same way.



The pointer changes to a check mark when you move it over the check box.

If the task was assigned to you by another user, GroupWise updates the sender's Information window to show you completed the item. See *Info*.

Additional Information

Recurring Tasks

You can use one task view to schedule recurring tasks. For example, you can create a definition using Auto-Date that schedules a task for every third Friday of each month. See *Auto-Date*.

Task Indicators

As explained below, the task icons and text listed in your In Box indicate the status of each task.

Indicator	**Description**
	You have not yet opened the task in the In Box.
	You have opened the task in the In Box.
The item is listed in italics (Calendar only).	This is a group task that you have not yet accepted or declined.
The item is listed in plain text (Calendar only).	This is a group task that you have accepted.
	Marked Private. Appears only in your Tasks list.

Delegating a Task

When a user assigns a task to you, you have the option of delegating the task to another user. When you delegate a task, GroupWise lists the delegation in the sender's Information window for the task. See *Delegate*.

Send Priority

In addition to specifying a task priority, you can set the send priority of the task to High, Normal, or Low. The item icon in the Item list box is red for high priority, your default color for normal priority, and gray for low priority. The send priority of the task is unrelated to the priority of the task itself. See *Task Preferences* or *Send Options*.

Rescheduling a Task

You can reschedule a task for another day or time if you were the one who originally scheduled the task. The Calendar lets you drag the task to another date. See *Calendar*.

Routing a Task

You can create a routing slip when you address a task. In the Message box you might enter a description of the task for each person. As each person marks the task completed, the task is moved to the next person listed on the routing slip. You can track the status of who has completed the task and who is currently working on it from your Out Box. See *Routing Slip*.

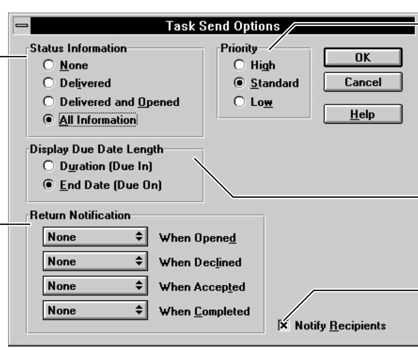
Task Preferences

Use Task Send Options in Preferences to specify how you want to send all your tasks. You can choose Send Options when you are creating a task to change these options for that task only.

Setting Task Options

1 Choose the **File** menu, then choose **Preferences**.

2 Double-click **Task** to open the Task Send Options dialog box.



The status information appears in the Status Information window.

You can choose to receive notification when the item you sent is opened, declined, accepted, or completed.

The item icon is red for high priority, your default color for normal priority, and gray for low priority.

Your task views will display a Due In box for the number of days in which a task must be completed or a Due On box for a due date.

You can set this option to notify recipients when you send a task. The recipients must be running Notify to make this option effective.

3 Choose **OK** when you are done setting the options to close the Task Send Options dialog box.

4 Choose **Close** to close the Preferences dialog box.

Thesaurus

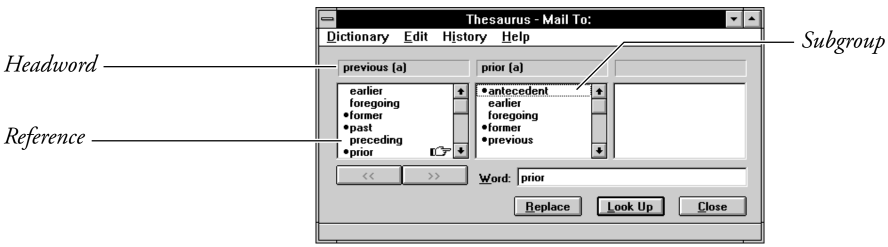
Use the Thesaurus to search for synonyms or antonyms of words in the text box of an item you are sending.

Thesaurus is a stand-alone application. You can open it in GroupWise or from the Windows Program Manager.

Concepts

Headwords, References, and Subgroups

When the Thesaurus displays alternatives for a word, they are arranged as headwords, references, and subgroups.



A *headword* is a word that can be looked up in the Thesaurus. The words under the headword are divided into nouns (n), verbs (v), adjectives (a), and antonyms (ant) and are called *references*. A reference marked with a bullet (•) is a headword, which, if selected, will display other references.

References may also be divided into *subgroups* that correspond to different meanings of the headword. Subgroups appear under the headwords.

Looking Up Words with the Thesaurus

1 Move the insertion point to the word you want to look up.

2 Choose the **Tools** menu, then choose **Thesaurus**.

3 Select any of the options listed on the Thesaurus dialog box. The options are explained in the table below.

Option	Lets you
Dictionary	Change the Thesaurus dictionary.
Edit	Change the contents of the Word text box. You can cut or copy selected text from the text box to the Clipboard, or paste from the Clipboard to the text box. Select All selects all the text in the text box. Undo reverses the last change you made in the text box.

Option	Lets you
History	See a list of currently active headwords.
Help	Access online help for the Thesaurus.
Replace	Replace a word in your document with a word from the Thesaurus.
Look Up	Look up a selected headword or a word you type in the text box.

4 To look up another word, click it in the list of references.

5 Choose **Close** to exit Thesaurus and return to your document.

Additional Information

Moving Through Columns

To move between columns, click the left and right arrow buttons on the lower left of the Thesaurus dialog box. To scroll down through word references, use the scroll bars on the right side of each column. Look up a headword by double-clicking it.

Word Not Found

If the word you are searching for is not in the Thesaurus, the "Word Not Found" message appears at the bottom of the dialog box.

International Thesaurus

The main Thesaurus file, which has a .THS extension, is also included with international packages and with language modules. Language modules are available in many languages. To purchase an international language module, contact your authorized reseller.

Trash

Use Trash to recover items you have deleted from your In Box, Out Box, or calendar views. When you delete items, they are placed in the Trash.

Deleting an Item

1. Double-click **In Box**, **Out Box**, or **My Calendar** in the Main Window.
2. Select the item, choose the **Actions** menu, then choose **Delete**.
3. If you are in the Out Box, select **This Out Box** to delete just your copy of the item, **All In Boxes** to delete just the recipient's copy, or **All Mailboxes** to delete everyone's copy.
4. Choose **OK**.

The item is removed from the In Box, Out Box, or Calendar and placed in the Trash.

Reading a Deleted Item

1. Double-click **Trash** in the Main Window.
2. Double-click the item to read it.
3. Click **Close** to close the item.

Undeleting an Item

1 Double-click **Trash** in the Main Window.

2 Select the item, choose the **Edit** menu, then choose **Undelete**.

The selected item is returned to the folders from which it was deleted. If the folder the item was deleted from no longer exists, then the item is returned to the root folder.

Emptying Selected Items from the Trash

1 Double-click **Trash** in the Main Window.

2 Select the items you want to delete, choose the **Edit** menu, then choose **Empty Selected Items**.

3 Choose **Yes** to empty the items.

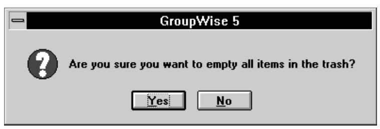
The selected items are removed from the system and cannot be recovered.

Emptying the Trash

1 Double-click **Trash** in the Main Window.

2 Choose the **Edit** menu, then choose **Empty Trash**.

The GroupWise 5 dialog box appears, asking if you are sure you want to empty all items in the Trash.



3 Choose **Yes** to empty the Trash or choose **No** to return to the Trash window.

If you choose **Yes**, all items in the Trash are removed from the system and cannot be recovered.

Additional Information

Customizing Your Trash Window

The column headers, list box, and icons in the Trash window work the same as in your In Box or Out Box. You can move headers, sort by a different column, reverse the sort order, and so forth. See *In Box* or *Out Box*.

Dragging to Delete

You can also delete items from the Item list box, Calendar list box, or Shelf by dragging their icons to the **Trash** in the Main Window.

Deleting Linked Items

If you have an item linked to multiple folders and you want to remove all links, you can drag the item to the Trash while holding down the **Alt** key and drop the item on the Trash. All links will be removed and you will see an entry in the Trash for each link you deleted.

Viewer

Use Viewer to display the contents of a file without retrieving it into an application. You use Viewer in two different ways: to view a file from a directory dialog box (such as when you are retrieving or attaching a file) or to view a file attached to an item.

Concepts

Using the Viewer

The Viewer has been designed to:

- Help you find a specific file quickly, especially when you know something about the content of the file.
- Help you create items by copying parts of the file you are viewing into the item you are creating.
- Provide viewing capabilities for files located by a QuickFinder search. See *QuickFinder* for information.
- Let you assign viewers to specific types of files.
- Let you look at or hear a file before you use it in an item you are sending.
- Let you print all or part of a file without retrieving it into an application.
- Let you view an attached file without opening another application.

If a Viewer window is displayed, you can select a filename or attachment to view the contents of that file.

How the Viewer Works

The Viewer provides a quick display of the contents of a file. The Viewer can display text, graphics, codes, and faxes. It also plays audio-visual and sound files.

To enhance its speed, the Viewer has been designed to display file contents, but not all of the formatting. If a document file contains both text and graphics, only the text displays in the Viewer window. Thus, the Viewer does not provide full WYSIWYG viewing of file contents.

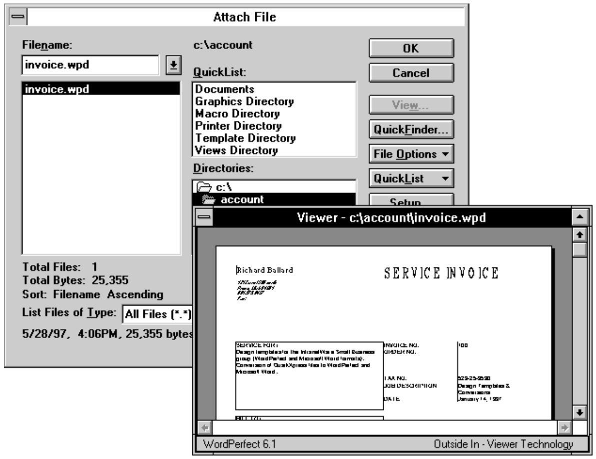
Viewing a Text File from a Directory Dialog Box

1 Open a directory dialog box or QuickFinder Search Results List.

Directory dialog boxes appear when you use Retrieve, Save, Attach File, and other features that require you to specify a file or directory.

2 Select the text file you want to view from the file list.

3 Choose **View**.



4 Double-click the Control-menu box to close the Viewer dialog box.

Viewing Attached Files

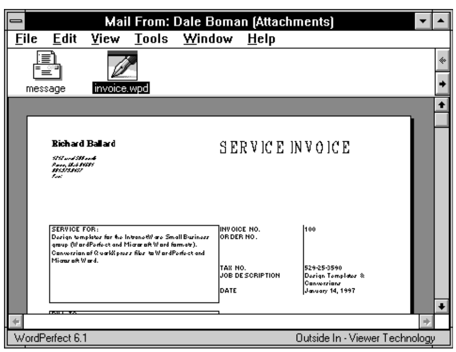
1 Double-click **In Box** or **Out Box** in the Main Window.

2 Select an item that includes an attachment, choose the **File** menu, then choose **Open**.

3 Double-click the attachment in the Attach box to open the Viewer and view the attachment.

or

If the item does not include an Attach box, choose Attach , select the attachment, then choose **View** to open the Viewer.



If the item includes more than one attachment, press **Tab** to move to the next attachment or **Shift+Tab** to move to the previous attachment.

4 Double-click the Control-menu box to close the Viewer.

Using the Viewer Features for Text Files

Use the Viewer options to change the way the Viewer displays text files, prints files, searches for text, and copies text to the Clipboard.

To access the Viewer options,

1 Right-click the Viewer window, then select an option. Viewer options are explained in the table below.

Not all the options listed below show at the same time, and other options may appear. The options depend on the type of file displayed and on other choices you have made in the Viewer.

Option	**What It Does**
Change Viewer	Lets you select the viewer type for the file. The viewer types enable different capabilities or support different file types. For example, Document/Text Viewer enables the Word-Wrap option.
Hex Display	Displays a file in hexadecimal format or returns the file to the original format.
Viewer Info	Lets you display current default settings by viewer and file type.
Find	Highlights the occurrences of the search words or phrases in the file. See *Finding Text in a Viewer File* below.
Find Next or Find Previous	Lets you search for the next or the previous page where the Viewer search text occurs. These options appear only after you have used Find.
Font	Displays the entire text of the document using a single font type and font size. See *Changing the Display Font* in this section.
Print	Lets you print all or part of a document, select printers, change fonts, and specify margins.
Document	Draft mode displays the document in a default font. The text wraps to fit in the Viewer window. Normal mode attempts to match the document's original font. The text wraps to fit in the Viewer window. Preview mode displays all the supported formatting. The text may scroll off the window horizontally.
Copy to Clipboard	Lets you copy selected Viewer text to the Clipboard. You can select one or more consecutive lines. If the selected text includes part of a table, the entire table is copied.
Word Wrap On	Wraps the text of the document to fit in the Viewer display window, regardless of the window size. Graphics boxes and tables are clipped at the window edge if necessary, even when Word Wrap is on.

Option	What It Does
Word Wrap Off	Does not wrap the text to fit in the Viewer display window. Use the horizontal scroll bar at the bottom of the window to move the text left and right. ASCII text files display without word wrapping.
Remove Highlights	Removes highlights from the Viewer file placed there by Find. This option appears only after you have used Find.

Finding Text in a Viewer File

1 Right-click the Viewer window, then choose **Find**.

2 Type the text you want to find, then choose **Find Next**.

The Viewer displays the document at the first point the search text occurs and highlights the search text.

3 To look for other pages where the search text is found, choose **Find Next** or **Find Previous**.

If you are using Viewer from a directory dialog box (such as Retrieve) you can also customize the search with the following options:

- Include wildcard characters (such as "*" or "?").
- Enclose a phrase in quotation marks.
- Deselect **Match Whole Word Only** to search for text within a word (such as *tent* within con*tent*s).
- Select **Case Sensitive** to search for words that include capital letters just as you type them in the Find text box.

Changing the Display Font

1 Right-click the Viewer window, then choose **Font**.

2 Select a font and size.

3 Select **Bold** or **Italic** if you want the entire Viewer file to show in bold or italic.

If specific words are bold or italic in the original document, the Viewer shows these attributes regardless of the base font.

4 Choose **OK**.

IMPORTANT: If you change to Document Preview, the font will revert to near WYSIWYG.

Printing from a Text File

1 Right-click the Viewer window, then choose **Print**.

If you are viewing an attached file, the attachment begins printing. If you are viewing a file from a directory dialog box, continue with steps 2-6.

2 Select an option from the **Print Range** group box.

3 Choose **Setup** to select a printer.

4 Select **Display Font** to print using the current display font.

or

Select **Specific Font**, choose **Change**, select a font and a point size for printing, then choose **OK**.

5 Select **Inches** or **Centimeters**, then specify the left, right, top, and bottom margins for printing.

6 Choose **Print**.

Viewing a Fax File

1 Open a directory dialog box or QuickFinder Search Results List.

Directory dialog boxes appear when you use Retrieve, Save, Attach File, and other features that require you to specify a file or directory.

2 Select the fax file you want to view from the file list.

3 Choose **View**.

4 Double-click the Control-menu box to close the Viewer dialog box.

Using Viewer Features for Fax Files

Use the Viewer options to change the way the Viewer displays fax files.

To access the Viewer options for fax files,

1 Right-click the Viewer window, then select an option. Viewer options are explained in the table below.

Not all the options listed below show at the same time, and other options may appear. The options depend on the type of file displayed and on other choices you made in the Viewer.

Option	What It Does
Invert	Lets you change the display from black on white to white on black and vice versa.
Rotate	Lets you rotate the page 180 degrees.
Zoom	Lets you enlarge the fax as much as 200%.

Viewing a Graphics, Cursor, or Icon File

1 Open a directory dialog box or QuickFinder Search Results List.

Directory dialog boxes appear when you use Retrieve, Save, Attach File, and other features that require you to specify a file or directory.

2 Select the graphics, cursor, or icon file you want to view from the file list.

3 Choose **View**.

4 Double-click the Control-menu box to close the Viewer dialog box.

Viewing an Audio-Visual File or Playing a Sound File

1. Open a directory dialog box or QuickFinder Search Results List.
2. Select the audio-visual or sound file you want to view from the file list.
3. Choose **View**.
4. Use the position controls to play, fast forward, rewind, or move to the beginning or end of the file. You can also drag the scroll box to move to a different point in the file, or scroll through the audio-visual clip frame by frame. The Viewer displays the length of the sound file and the current position.
5. Choose the Control-menu box to close the Viewer dialog box.

Additional Information

Types of Files the Viewer Displays

The Viewer can display the following types of files:

- WordPerfect documents (4.2, 5.x, 6.x and 7.0 formats)
- WordPerfect .WPG graphics files (.WPG)
- Sound files (Waveform, MIDI)
- Various non-WordPerfect document and spreadsheet files (including documents created in Word for Windows, Ami Pro®, and Lotus 1-2-3® spreadsheets)
- Various graphics file formats
- Various spreadsheet and database formats
- Fax files (DCX and some TIFF formats)
- List of files contained in a ZIP file

Displaying Viewers and File Types

You can use Viewer Info to display the viewers available for specific types of files.

1. Click the right mouse button within the Viewer window, then choose **Viewer Info**.
2. Select **Viewer** to display a list of viewers.
   or
   Select **File Type** to display a list of file types.
3. Select the viewer you want to display the file types it can view.
   or
   Select the file type you want to display the compatible viewers.
4. Choose **Close**.

Window Menu

Use the Window menu to open the Main Window, In Box, Out Box, Calendar, or Trash, or to bring to the front any view that is open. You can also use the Window menu to arrange your windows and icons.

Concepts

Arranging Your Windows and Icons

You can choose **Arrange Icons**, **Minimize Office**, and **Close All** to help you organize your desktop.

Window Menu Options	Explanation
Arrange Icons (Main Window only)	Distributes the icons evenly that are on the Shelf
Minimize Office (Main Window and item views)	Reduces all opened GroupWise views, including the Main Window
Close All (Main Window and item views)	Closes all GroupWise views, including minimized views, except for the Main Window

Multiple Open Views

If you have more than nine GroupWise views open, the command **More** appears at the bottom of the Window menu. Choosing **More** will open the Select Windows dialog box with all the open views listed. Selecting one of the views from the list and choosing **OK** will bring the selected view forward.

Opening a View

1 Choose the **Window** menu, then choose **Main Window**, **In Box**, **Out Box**, **Calendar**, or **Trash**.

The name of the window you open does not appear in the Window menu. For example, if you choose the **Window** menu from the Main Window, **Main Window** does not appear in the menu. If you choose the **Window** menu from any item view, **Main Window** does appear on the menu.

Bringing a View to the Front

Each time you open a new view, it is added to the Window menu.

1 To bring an open view to the front, choose the **Window** menu, then choose the view.

Using GroupWise Remote

GroupWise Remote

GroupWise Remote for Windows lets you perform many GroupWise functions while you are away from your office. These functions include sending and receiving mail, scheduling meetings, writing notes, and assigning tasks.

Using GroupWise Remote is designed to help you install, set up, and begin using Remote. For instructions on commonly-used GroupWise features, see *Using GroupWise*.

GroupWise Remote Disks

Your GroupWise for Windows package includes a Diskette Images CD. From this CD, your system administrator can create diskettes which you can then use to install GroupWise Remote. You can also install GroupWise Remote from the network.

Getting Started Checklist

This checklist summarizes the steps for getting started with GroupWise Remote. Tasks are sequential and are described on the page number referenced in the Page column.

Task	**Page**
☐ Verify that your computer meets the minimum system requirements for running GroupWise Remote.	195
☐ Read *How GroupWise Remote Works*. This section explains terminology and concepts you should understand before setting up or using GroupWise Remote.	196
☐ Fill out the worksheet (if your system administrator has not done so already).	198
☐ Install GroupWise Remote.	201
☐ Start and setup GroupWise Remote.	204

Task	Page
☐ Create a modem connection.	207
☐ Create a network connection (if applicable).	210
☐ Create a TCP/IP connection (if applicable).	211
☐ Test your connections.	213
☐ Retrieve information (items, Address Book, and so forth) from your Master Mailbox.	216
☐ Send items (messages, appointments, and so forth) to other GroupWise users.	220

GroupWise Remote Requirements

Hardware and Software Requirements

You must run Remote on a computer that meets the recommended hardware and software requirements listed below.

Hardware/Software	Requirements
Computer	80486/25 or higher
Windows version	3.1 or higher
Memory	8MB
Disk space	16-20MB required for Remote files

System Requirements

Remote requires you to have a Mailbox (your Master Mailbox) on your master GroupWise system. You must also have a password assigned to your Master Mailbox. Contact your system administrator if you do not have a Master Mailbox and password.

Terms You Should Know

domain A collection of post offices; your post office belongs to a specific domain.

items Mail, appointments, tasks, notes, and phone messages.

Master Mailbox Your GroupWise Mailbox in your master GroupWise system.

master site ***or*** **master GroupWise system** The GroupWise system where your Master Mailbox is located.

modem connection The modem link between your remote computer and your master GroupWise system.

network connection The network link between your remote computer and your master GroupWise system.

post office A collection of Mailboxes; your Master Mailbox belongs to a specific post office.

Remote *or* **GroupWise Remote** The GroupWise program on your remote computer.

Remote Mailbox The Mailbox that resides on your remote computer in GroupWise Remote.

requests When GroupWise Remote needs information from the master GroupWise system, it builds a request. Requests are sent to the master GroupWise system which will typically cause the master GroupWise system to produce a response to be retrieved later.

responses Packets of information containing your updated items, folders, rules, and groups from the master GroupWise system. These responses update your Remote Mailbox so that it reflects what is on the master GroupWise system.

retrieving Transferring information from your Master Mailbox to your Remote Mailbox.

sending Transferring information from your Remote Mailbox to your Master Mailbox.

How GroupWise Remote Works

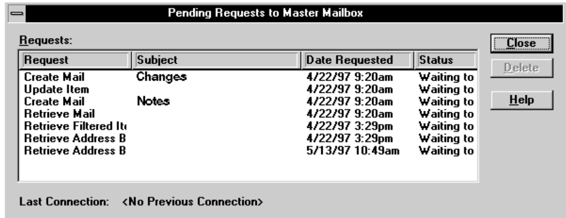
For GroupWise Remote to work, you must have a Master Mailbox on a networked GroupWise system. GroupWise Remote exchanges items and information between your Master Mailbox and the Mailbox on your remote computer. For example, when you connect to the GroupWise system where your Master Mailbox is located, GroupWise Remote copies any items your Master Mailbox received to the Remote Mailbox. Items you are sending from GroupWise Remote are copied to your Master Mailbox.

Creating Requests

Whenever you perform an action that requires information to be sent from your Remote Mailbox to your Master Mailbox, Remote creates a request. Requests are created whenever you perform any of the following actions:

- Send, forward, delegate, or reply to an item
- Create a personal item, a folder, a group, or a rule
- Open, delete, retract, or undelete an item, or empty the Trash
- Ask to retrieve items, folders, or other information from your Master Mailbox
- Move items to a folder
- Delete a folder
- Delete a rule

All requests are listed in the Pending Requests to Master Mailbox dialog box.



Sending Requests

When you connect to your master GroupWise system, any requests that have a "Waiting to be Sent" status in the Requests list are sent to your Master Mailbox. After a request is sent to your Master Mailbox, the master GroupWise system processes it.

Retrieving Responses

Many of the requests that you send generate responses. Assume you have sent a request to retrieve items from your Master Mailbox. After processing your request, your master GroupWise system creates a response that contains the items you requested. Remote can then retrieve and process the response.

Connecting to Your Master GroupWise System

To access your Master Mailbox to send or retrieve information, you must connect to your master GroupWise system through a modem connection, a network (direct) connection, or a TCP/IP connection.

Modem Connection

In most cases, you will use your modem to connect to your master GroupWise system via a gateway. Your modem uses the information from the Modem Connection dialog box to connect to your Master Mailbox.

Network (Direct) Connection

Remote can also use a network connection to connect to your master GroupWise system. For example, if your computer has a drive mapping to the post office containing your Master Mailbox, Remote can use that network connection to send requests and retrieve responses from your Master Mailbox.

HINT: You can connect to any post office in your master GroupWise system to access your Master Mailbox. You do not need to connect to the post office containing your Master Mailbox.

A network connection is very useful for retrieving your Master Mailbox and Address Book to your remote computer before you leave your master site because it transfers information faster than a modem connection. In particular, it can save long-distance phone costs associated with retrieving your Master Mailbox or large user lists via a modem.

TCP/IP Connection

If you're running GroupWise in client/server mode, you can connect to your master GroupWise system by using a TCP/IP connection. TCP/IP connections use an IP (Internet Protocol) Address and Port. If you need IP information, contact your system administrator.

If you use a toll-free Internet provider while you're away from your office, you can avoid phone charges by using a TCP/IP connection. In addition, you don't need to exit an Internet connection and hang up the phone to connect to your master GroupWise system via a modem connection. You can use the same Internet connection to connect to your master GroupWise system.

Setup Worksheet

The following worksheet will help you gather the information necessary to set up GroupWise Remote. It is divided into six sections that correspond to specific types of information you need to know. The system administrator of your master GroupWise system can assist you in filling out the worksheet.

User Information	
Full Name	
User ID	
Master Mailbox Password	

System Information	
Domain	
Post Office	

Modem Information	
Description (Name)	
Com Port	

Modem Information	
Baud Rate (may depend on master GroupWise system's gateway modem). If you are having difficulty synchronizing, try using a lower baud rate.	

Time Zone Information	
Remote User's Time Zone	
Time Zone observes Daylight Saving Time?	Yes No

Modem Connection Information	
Connection Name	
Gateway Phone Number	
Gateway Login ID	
Gateway Password	
Modem Script (name and location, if required)	
Disconnect Method*	•When All Updates Are Received •Do Not Wait for Responses •Manually
Redial Attempts*	Default = 5
Redial Retry Interval*	Default = 1 minute

Network Connection Information	
Connection Name	
Path to Post Office	
Disconnect Method*	•When All Updates Are Received •Do Not Wait for Responses •Manually

TCP/IP Connection Information	
Connection Name	
IP Address	
IP Port	
Disconnect Method*	•When All Updates Are Received •Do Not Wait for Responses •Manually

** Disconnect Method, Redial Attempts, and Redial Retry Interval have default settings. Unless your system administrator supplies you with different values for these settings, use the default settings for now. You will be given the opportunity to change them later.*

Installing GroupWise Remote

You can install GroupWise Remote from diskettes or from the network, depending on which source you have access to.

Installing from Diskettes

1. Obtain installation diskettes from your system administrator.
2. Insert Disk 1 in drive A of your computer.
3. Choose the **File** menu in the Windows Program Manager, then choose **Run** to open the Run dialog box.
4. Type **a:rmsetup.exe** in the Command Line box, then choose **OK**.
5. Choose the language to install, then choose **OK**.
6. Skip *Installing From the Network* below and proceed to *Choosing Standard, Minimum, or Custom Install*.

Installing from the Network

To install from the network, you need to know the path to the RMSETUP.EXE program. You may need to ask your system administrator for assistance in locating the directory.

1. Choose the **File** menu in the Windows Program Manager, then choose **Run** to open the Run dialog box.
2. Type the complete path to the RMSETUP.EXE program in the Command Line box. Include RMSETUP.EXE in the path. For example, X:*POSTOFF*\OFWIN40\RMSETUP.EXE, where *POSTOFF* is your post office directory.
3. Choose **OK**.
4. Choose the language to install, then choose **OK**.
5. Proceed to *Choosing Standard, Minimum, or Custom Install* below.

Choosing Standard, Minimum, or Custom Install

You can choose Standard Install, Minimum Install, or Custom Install. Each option is described in the dialog box.

Standard or Minimum Install

Standard Install installs all GroupWise Remote files to your hard drive. Minimum installs only the files necessary to run GroupWise Remote, including program files, Shared program files, Outside In viewers, and TrueType fonts.

1. Choose **Standard Install** or **Minimum** to start the installation.

The Standard Install dialog box appears, informing you of the program's progress. When all files have been installed, the Set Up Program Manager Group dialog box appears.

2 Choose **OK** to accept GroupWise as the name of the group you want Remote to appear in.

or

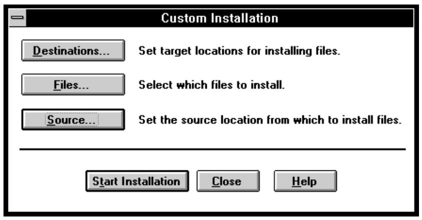
Type another name in the **Program Group** box, then choose **OK**.

The GroupWise Installation Complete dialog box appears when GroupWise has been successfully installed. Choose **OK** to close the dialog box, then continue with *Setting Up GroupWise Remote*.

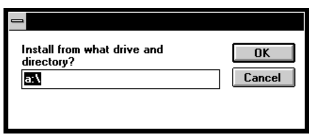
Custom Install

This option lets you select the GroupWise Remote files you want to install onto your hard drive.

1 Choose **Custom Install** to open the Custom Installation dialog box.



2 Choose **Source**.

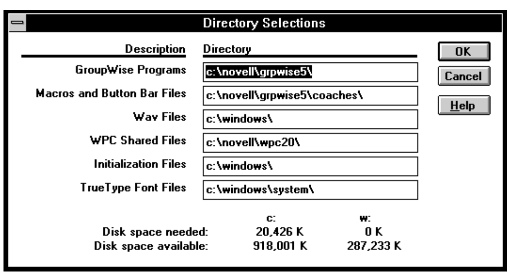


3 Choose **OK** to accept the source drive and directory shown.

or

Type the source drive and directory you want, then choose **OK**.

4 Choose **Destinations** to open the Directory Selections dialog box.

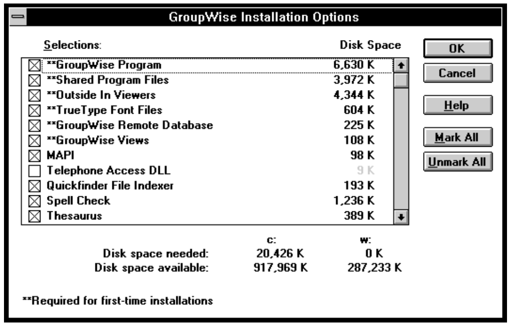


5 Choose **OK** to accept the destination drives and directories as shown.

or

Type the destination drives and directories you want, then choose **OK**.

6 Choose **Files** to open the GroupWise Installation Options dialog box.



Most options in the GroupWise Installation Options dialog box are already selected.

7 Deselect the files you don't want to install, then choose **OK** to return to the Custom Installation dialog box.

8 Choose **Start Installation**.

The Custom Install dialog box appears informing you of the program's progress. When all files have been installed, the Set Up Program Manager Group dialog box appears.

9 Choose **OK** to accept GroupWise as the name of the group you want Remote to appear in.

or

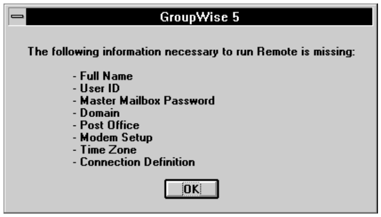
Type another name in the **Program Group** box, then choose **OK**.

The GroupWise Installation Complete dialog box appears when GroupWise has been successfully installed. Choose **OK** to close the dialog box, then continue with *Setting Up GroupWise Remote* below.

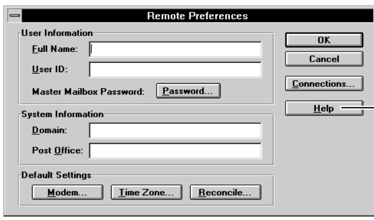
Setting Up GroupWise Remote

1 Double-click the GroupWise Remote icon to start GroupWise Remote.

The first time you start Remote, a dialog box appears informing you of the information you need to enter before you can use Remote. This is where you'll need to enter the information from your worksheet.



2 Click **OK** to open the Remote Preferences dialog box.



You can choose Help to learn more about setting up and using GroupWise Remote.

3 Type your full name and your GroupWise user ID as listed on your worksheet.

4 Choose **Password** to open the Enter Password dialog box.

or

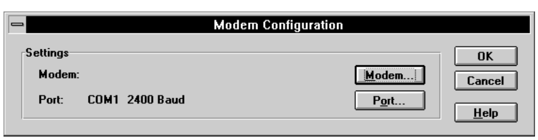
If you do not have a Master Mailbox password, choose **Cancel** twice, create a Master Mailbox password, then start Remote again.

5 Type your Master Mailbox password, then choose **OK**.

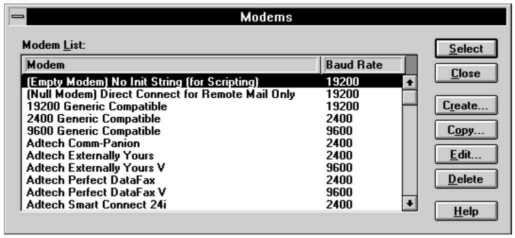
6 Retype your password and choose **OK** to return to the Remote Preferences dialog box.

7 Type your domain and post office names.

8 Choose **Modem** to open the Modem Configuration dialog box.



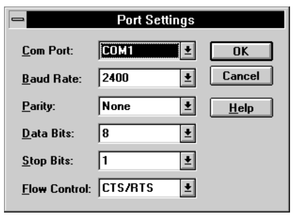
9 Choose **Modem** to open the Modems dialog box.



10 Select the modem listed on your worksheet, then choose **Select** to return to the Modem Configuration dialog box.

If your modem is not listed, you will need to create a modem definition. Choose **Create**, then choose **Help** for more information.

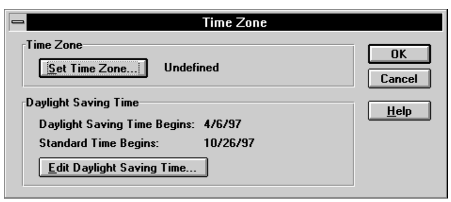
11 Choose **Port** to open the Port Settings dialog box.



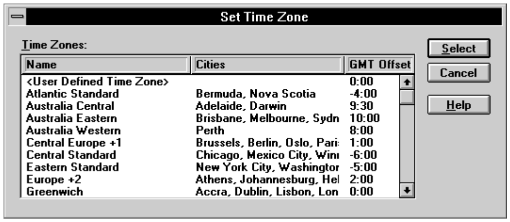
12 Type the appropriate information in the **Com Port** and **Baud Rate** boxes, then choose **OK** to return to the Modem Configuration dialog box.

13 Choose **OK** to return to the Remote Preferences dialog box.

14 Choose **Time Zone** to open the Time Zone dialog box.



15 Choose **Set Time Zone** to open the Set Time Zone dialog box.



16 Select the time zone you want, then choose **Select** to return to the Time Zone dialog box.

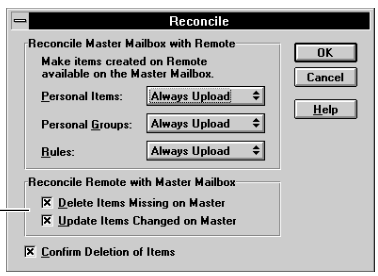
IMPORTANT: By default, Daylight Saving Time is active. If your area does not observe Daylight Saving Time, or the time offset is not one hour, you need to edit the Daylight Saving Time. See *Editing Daylight Saving Time* under *Setting or Changing Your Time Zone*.

HINT: Remember to set your remote computer's clock to match the time zone you selected. See *Changing Your Computer's Clock* under *Setting or Changing Your Time Zone*.

17 Choose **OK** to return to the Remote Preferences dialog box.

18 Choose **Reconcile** to open the Reconcile dialog box.

Lets you delete remote items missing in your Master Mailbox or update remote items changed in your Master Mailbox



19 Specify your preferences, then choose **OK** to return to the Remote Preferences dialog box.

The final step in setting up GroupWise Remote is to define the connections to your master GroupWise system.

20 Leave the Remote Preferences dialog box open, then proceed to the next section, *Creating a Modem Connection*.

Creating a Modem Connection

You can create a modem connection, a network (direct) connection, and a TCP/IP connection, then use different connections depending on your current needs. This section provides steps for creating a modem connection.

IMPORTANT: You can switch to a different connection only if there are no pending requests on the connection you're switching from.

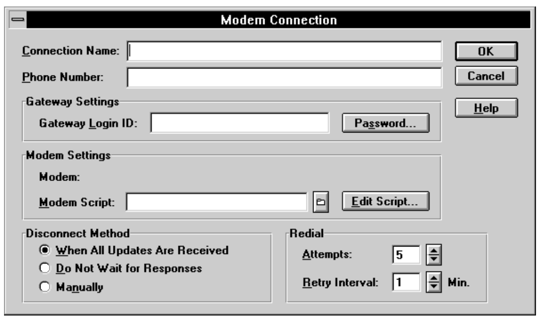
1 If you are continuing from *Setting Up GroupWise Remote*, the Remote Preferences dialog box should be open. If not, choose **Preferences** from the Main Window, then choose **Remote**.

2 Choose **Connections** to open the Create Connection dialog box.

If you have not set up any connection, the Create Connection dialog box appears.

3 If you have previously created connections, choose **Create** from the Connections dialog box to open the Create Connections dialog box.

4 Make sure that **Modem** is selected, then choose **OK** to open the Modem Connection dialog box.



5 Type the connection name in the **Connection Name box**.

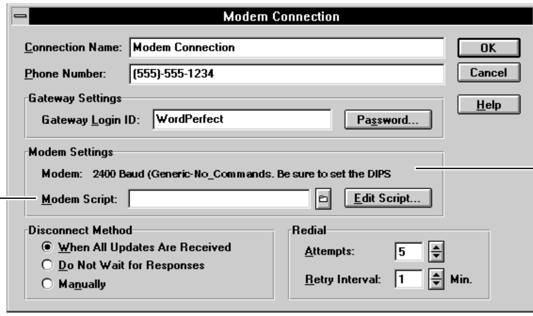
6 Type the gateway phone number in the **Phone Number** box.

IMPORTANT: You can use a comma to signal a one-second pause in the dialing [such as 9, (800) 555-1212]. The 9 accesses an outside line and the comma causes a one-second pause to wait for the dial tone before dialing the number. Unrecognized symbols such as dashes, spaces, and parentheses are ignored and can be included in the phone number (such as (800) 555-1212).

7 Type the gateway login ID.

8 Choose **Password** to open the Enter Password dialog box, then type your gateway password.

9 Choose **OK**, retype the password, then choose **OK** again.



Your modem appears here.

Remote supports scripting. Contact your system administrator if a script is required, and see Additional Information in this section.

10 Select one of the methods in the Disconnect Method group box. The table below explains each method.

Method	**Description**
When All Updates Are Received	Disconnects after requests are sent and all responses to the requests are received (or disconnects automatically when the time allowed by the system administrator has expired).
Do Not Wait for Responses	Disconnects immediately after requests are sent and waiting responses are received. Waiting responses are responses that are waiting for you at your master GroupWise system.
Manually	Lets you manually control when to disconnect (or disconnects automatically when the time allowed by the system administrator has expired).

Your system administrator sets a time limit for Remote users to remain connected to the master GroupWise system. If you select **When All Updates Are Received** or **Manually** as your disconnect method, this time limit may cause you to be disconnected sooner than you expected. If you are frequently disconnected in these modes, contact your system administrator.

You can specify the number of times you want GroupWise Remote to automatically redial if the line is busy. You can also specify the interval between each attempt.

11 Change the Redial defaults by typing new parameters in the **Attempts** and **Retry Interval** boxes.

12 Choose **OK** to return to the Connections dialog box.

13 Select your connection, choose **Select**, then choose **Close** to return to the Remote Preferences dialog box.

14 Choose **OK** to return to the Main Window.

Your modem connection is now defined.

Additional Information

Creating Additional Modem Connections

You can create more than one modem connection. For example, if your master GroupWise system's gateway has multiple phone numbers that you can use to call in, you can create a modem connection for each phone number. Then, when connecting to your master GroupWise system, you would choose the modem connection you want to use.

Editing a Modem Connection

After you have created a modem connection, you can change it through the Modem Connection dialog box.

1 Choose the **Remote** menu in the Main Window, then choose **Send/Retrieve** to open the Send/Retrieve dialog box.

2 Choose **Connections** to open the Connections dialog box.

3 Select the modem connection you want to edit, then choose **Edit** to open the Modem Connection dialog box.

4 Make your changes, then choose **OK** to return to the Connections dialog box.

5 Choose **Select**, then choose **Close** to return to the Main Window.

Scripting

Remote supports scripting. You can use a script file when Remote exchanges information with your master site before it can connect to your master GroupWise system. For example, you can use a script to provide information that lets Remote gain access through your site's security system or into a modem pool.

1 Make sure you're in the Modem Connection dialog box, then type a path and filename for the script in the **Modem Script** box. The default path is to the Remote program directory.

   or

   If you are selecting an existing script, click the folder next to the Modem Script box to open the Select File dialog box, then double-click the script file.

If you are selecting an existing script, you are finished. If you are creating a script, continue with the remaining steps.

2 Choose **Edit Script** to open the Edit Modem Script dialog box.

3 Type the appropriate script commands in the **When given** and **Respond with** boxes. Choose **Help** in the Edit Modem Script dialog box for more information.

4 Choose **Save**, then choose **Close** to return to the Modem Connection dialog box.

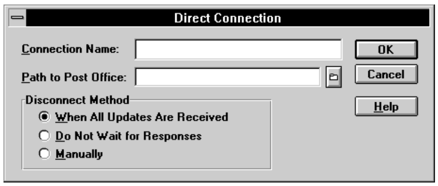
Creating a Network (Direct) Connection

In order to set up a network (direct) connection, you must have network access to a post office directory on the network.

1 Choose the **Remote** menu in the Main Window, then choose **Send/Retrieve** to open the Send/Retrieve dialog box.

2 Choose **Connections** to open the Connections dialog box, then choose **Create**.

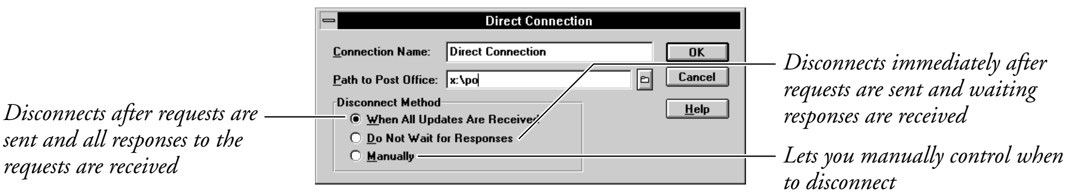
3 Select **Direct Connect**, then choose **OK** to open the Direct Connection dialog box.



4 Type the connection name in the **Connection Name** box.

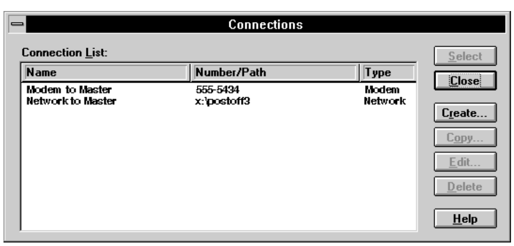
5 Type the complete path to any post office directory in your master GroupWise system in the **Path to Post Office** box.

6 Select the Disconnect Method you want.



7 Choose **OK** to close the Direct Connection dialog box.

Notice that **Network** appears in the Type column on your Connection List.



If you plan to use the network connection first (such as to retrieve information from your Master Mailbox while you are still at your master site), select **Network** as the connection setup. If you plan to use your modem connection first, select a connection that shows Modem in the Type column.

8 Choose **Select**, then choose **Close** to return to the Main Window.

Additional Information

Editing a Network Connection

After you have created a network connection, you can change it through the Direct Connection dialog box.

1 Choose the **Remote** menu in the Main Window, then choose **Send/Retrieve** to open the Send/Retrieve dialog box.

2 Choose **Connections** to open the Connections dialog box.

3 Select the network connection you want to edit, then choose **Edit** to open the Direct Connection dialog box.

4 Make your changes, then choose **OK** to return to the Connections dialog box.

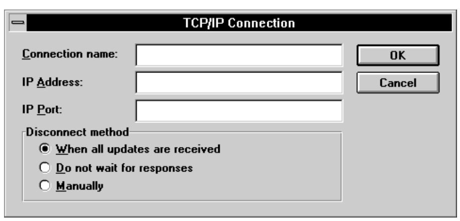
5 Select your network connection, choose **Select**, then choose **Close** until you return to the Main Window.

Creating a TCP/IP Connection

1 Choose the **Remote** menu in the Main Window, then choose **Send/Retrieve** to open the Send/Retrieve dialog box.

2 Choose **Connections** to open the Connections dialog box, then choose **Create**.

3 Select **TCP/IP**, then choose **OK** to open the TCP/IP Connection dialog box.



4 Type the connection name in the **Connection name** box.

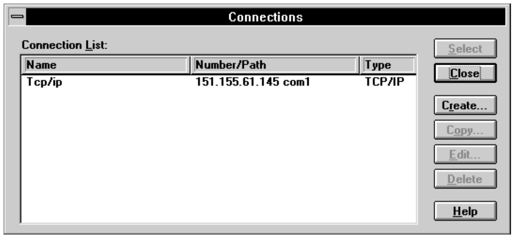
5 Type the IP Address in the **IP Address** box.

6 Type the IP Port in the **IP Port** box.

7 Select the Disconnect method you want.

8 Choose **OK** to close the TCP/IP Connection dialog box.

Notice that **TCP/IP** appears in the Type column on your Connection List.



9 Choose **Close** to return to the Main Window.

Additional Information

Editing a TCP/IP Connection

After you have created a TCP/IP connection, you can change it through the TCP/IP Connection dialog box.

1 Choose the **Remote** menu in the Main Window, then choose **Send/Retrieve** to open the Send/Retrieve dialog box.

2 Choose **Connections** to open the Connections dialog box.

3 Select the TCP/IP connection you want to edit, then choose **Edit** to open the TCP/IP Connection dialog box.

4 Make your changes, then choose **OK** to return to the Connections dialog box.

5 Select your TCP/IP connection, choose **Select**, then choose **Close** until you return to the Main Window.

Testing Your Connections

Before trying to retrieve information from your Master Mailbox or send items to other GroupWise users, you should verify that no problems exist with the connections you created.

Testing Your Modem Connection

To verify that your modem connection works, you should connect to your master GroupWise system.

1 Choose the **Remote** menu in the Main Window, then choose **Send/Retrieve** to open the Send/Retrieve dialog box.

2 Select your modem connection in the **Current Connection** drop-down list.

Because you are only testing the modem connection to see if it works, you should not retrieve any information at this point. Retrieving information from your master GroupWise system is discussed in the next section, *Retrieving Information*.

3 Deselect **Items** so that no information will be retrieved.

4 Choose **Connect** to initiate the connection.

HINT: The modem on your remote computer will make a dialing sound which will change to a screeching noise when it makes contact with your gateway's modem. This procedure could take several minutes depending on the number of times your modem dials before it makes contact, and how many requests and responses your system has to transfer.

If the connection is working, the Connection Status dialog box displays a message stating **Connection Status: Connected**.

5 If your disconnect method is set to **Manually**, double-click the Control-menu box to disconnect and close the Connection Status dialog box.

If the test was successful, skip to the next section, *Retrieving Information*.

If the test wasn't successful, the GroupWise Error dialog box may appear.

6 Choose **OK** in the GroupWise Error dialog box, then choose **Close** in the Connection Status dialog box.

7 Choose **File**, then choose **Preferences**.

8 Choose **Remote** to open the Remote Preferences dialog box.

9 Choose **Modem** to open the Modem Configuration dialog box.

10 Choose **Port** to open the Port Settings dialog box. Check your worksheet to make sure that the settings are correct. You can choose **Help** for a description of the options.

11 Close all dialog boxes, then repeat steps 1-5 above to retest the connection.

If the connection still does not work, contact your system administrator.

Testing Your Network Connection

To verify that your network connection works, you should connect to your master GroupWise system.

1 Choose the **Remote** menu in the Main Window, then choose **Send/Retrieve** to open the Send/Retrieve dialog box.

2 Select your network connection in the **Current Connection** drop-down list.

Because you are simply testing the network connection to see if it works, you should not retrieve any information at this point. Retrieving information from your master GroupWise system is discussed in the next section, *Retrieving Information*.

3 Deselect **Items** so that no information will be retrieved.

4 Choose **Connect** to initiate the connection.

If the connection is working, the Connection Status dialog box displays a message stating **Connection Status: Connected**.

5 If your disconnect method is set to **Manually**, close the Connection Status dialog box.

If the test was successful, skip to the next section, *Retrieving Information*.

If the test wasn't successful, the GroupWise Error dialog box may appear.

6 Choose **OK** in the GroupWise Error dialog box, then choose **Close** in the Connection Status dialog box.

7 Choose **Remote**, then choose **Send/Retrieve**.

8 Choose **Connections** to open the Connections dialog box.

9 Select your network connection, then choose **Edit** to open the Direct Connection dialog box.

10 Check your worksheet to make sure the correct path appears in the Path to Post Office box.

11 If the path is correct and your test is still unsuccessful, contact your system administrator.

or

Type in the correct path as listed on your worksheet, then choose **OK**.

12 Choose **Close** to return to the Send/Retrieve dialog box, then choose **Connect** to re-test the connection.

Testing Your TCP/IP Connection

To verify that your TCP/IP connection works, you should connect to your master GroupWise system.

1 Choose the **Remote** menu in the Main Window, then choose **Send/Retrieve** to open the Send/Retrieve dialog box.

2 Select your TCP/IP connection in the **Current Connection** drop-down list.

Because you are only testing the TCP/IP connection to see if it works, you should not retrieve any information at this point. Retrieving information from your master GroupWise system is discussed in the next section, *Retrieving Information*.

3 Deselect **Items** so that no information will be retrieved.

4 Choose **Connect** to initiate the connection.

If the connection is working, the Connection Status dialog box displays a message stating **Connection Status: Connected**.

5 If your disconnect method is set to **Manually**, close the Connection Status dialog box.

If the test was successful, skip to the next section, *Retrieving Information*.

If the test wasn't successful, the GroupWise Error dialog box may appear.

6 Choose **OK** in the GroupWise Error dialog box, then choose **Close** in the Connection Status dialog box.

7 Choose **Remote**, then choose **Send/Retrieve**.

8 Choose **Connections** to open the Connections dialog box.

9 Select your TCP/IP connection, then choose **Edit** to open the TCP/IP Connection dialog box.

10 Check your worksheet to make sure the correct IP Address and IP Port are typed in the boxes.

11 If the IP Address and IP Port are correct and your test is still unsuccessful, contact your system administrator.

or

Type in the correct IP Address and IP Port as listed on your worksheet, then choose **OK**.

12 Choose **Close** to return to the Send/Retrieve dialog box, then choose **Connect** to re-test the connection.

Retrieving Information (Downloading)

Once you have successfully tested your connection, you can retrieve information from your Master Mailbox to your Remote Mailbox.

Retrieving Items

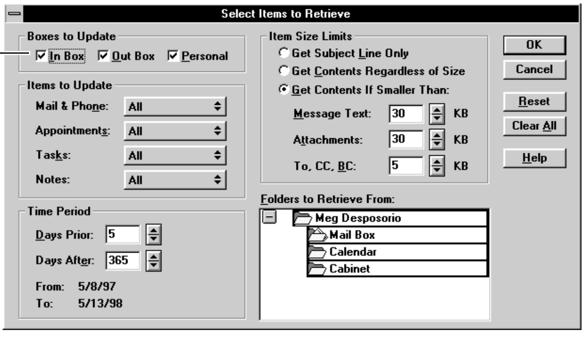
1 Choose the **Remote** menu, then choose **Send/Retrieve** to open the Send/Retrieve dialog box.

Items button

Items check box

2 Make sure the **Items** check box is selected, then choose the **Items** button to open the Select Items to Retrieve dialog box.

Deselect a check box if you don't want to update it.



3 Specify the Items to Update, Item Size Limits, and Time Period settings, explained below.

Option	Description
Items to Update	Use the pop-up lists to specify the types of items you want to retrieve. For example, you might choose to retrieve mail and phone messages that have not been opened and tasks that have not been completed.
Get Subject Line Only	If you generally retrieve a large number of items, this option can help save time and reduce phone costs by retrieving only the subject line of each item. See *Retrieving Selected Items* under *Additional Information* in this section.
Get Contents Regardless of Size	Retrieves all items in your Master Mailbox.
Get Contents If Smaller Than	Retrieves all items that meet the size limits you specify. Defaults are 30K for the Message Text and Attachments, and 5K for the To, CC, and BC boxes. See *Retrieving Selected Items* under *Additional Information* in this section.
Days Prior Days After	Lets you specify a number of days prior to and after today's date to retrieve only the items that fall between a range.

4 Choose **OK** to return to the Send/Retrieve dialog box, then continue with *Retrieving Your Address Book*.

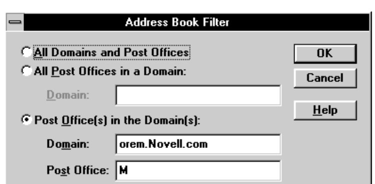
Retrieving Your Address Book

Your Address Book can be helpful when you are unsure about user IDs, resource names, or public group names, or when you need to address an item to several users. If you want to use the Address Book in Remote, you need to retrieve it from your master GroupWise system. If you do not want to retrieve your Address Book, skip to *Connecting to Your Master GroupWise System* below.

HINT: Since this process can take quite some time, it is recommended that you retrieve your Address Book through a network connection while at your master site.

1 Make sure the **Send/Retrieve** dialog box is open.

2 Click the **Address Book** check box, then choose the **Address Book** button to open the Address Book Filter dialog box.



3 Select the option you want and, if necessary, type the domain and post office names in the appropriate text boxes.

4 Choose **OK** to return to the Send/Retrieve dialog box, then continue with *Connecting to Your Master GroupWise System* below.

HINT: You can also retrieve folders, rules, public group members, and personal groups. For information about each of these options, choose *Help* in the Send/Retrieve dialog box, then choose the topic you want to learn about.

Connecting to Your Master GroupWise System

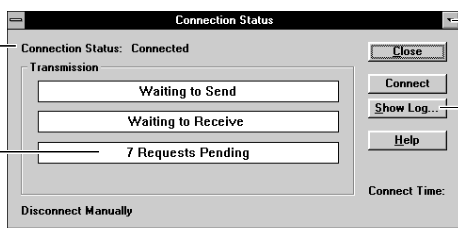
Connecting to your master GroupWise system sends the number of items displayed in the Send/Retrieve dialog box to your master GroupWise system. It also retrieves items from your Master Mailbox to your Remote Mailbox, restricting them according to the limits you set on your retrieve selections.

Initiating the Connection

1 Make sure the Send/Retrieve dialog box is open and that you have selected all the information you want to retrieve.

2 Choose the connection you want from the **Current Connection** drop-down list, then choose **Connect** to initiate the connection and to open the Connection Status dialog box.

HINT: If you're using a modem connection, the modem on your remote computer will make a dialing sound which will change to a screeching noise when it makes contact with your gateway's modem. This procedure could take several minutes depending on the number of times your modem dials before it makes contact, and how many requests and responses your system has to transfer.



This will read "Connected" when you have made a successful connection.

Your Send/Retrieve is complete when this reads 0 Requests Pending.

Minimizes Connection Status dialog box without affecting connection transmission

Displays maximum connection information

Logging Your Connection Information

Remote can log information to the Connection Log dialog box and to a logfile (REMOTE1.LOG, REMOTE2.LOG, or REMOTE3.LOG) on your hard drive. Choosing **Show Log** displays maximum connection information. This includes modem initialization commands, connection time, error messages, and so forth. Show Log is useful if you need to troubleshoot a connection problem.

Disconnecting from Your Master GroupWise System

You can disconnect from your master GroupWise system anytime by choosing **Close** in the Connection Status dialog box.

If you want to keep the Connection Status dialog box open, but terminate the connection, choose **Disconnect**. This lets you observe the window information after you have disconnected from your master GroupWise system. When you disconnect, notice that the button changes to Connect. Choosing **Connect** re-establishes the connection to your master GroupWise system.

Additional Information

Retrieving Selected Items

After you have retrieved items from your Master Mailbox, you can release size limits you may have set on those items with the Retrieve Selected Items option. Assume you chose **Get Subject Line Only** in Item Size Limits, and, after reading the subject lines of your items, you want to read the contents as well. Retrieve Selected Items lets you reconnect with your Master Mailbox and retrieves the contents of the items you selected.

1. Double-click **In Box**, **Out Box**, or **My Calendar** in the Main Window, depending on where the item is that you want to retrieve.
2. Select the items you want to retrieve.
3. Choose **Remote**, then choose **Retrieve Selected Items**.
4. Choose **Connect**.

Remote connects with your master GroupWise system using the same connection as your most recent connection. You can change the connection in the Retrieve Selected Items dialog box, if you want.

5. If your Disconnect Method is set to Manually, choose **Close** in the Connection Status dialog box after all items have been retrieved to your Remote Mailbox.
6. Read the items you want, then double-click the Control-menu box to return to the Main Window.

Sending Items (Uploading)

Once you have retrieved your items and Address Book, you are ready to send items to other users. The following steps explain how to send a mail message. The procedure is similar for sending appointments, tasks, notes, and phone messages.

1 Choose the **Send Mail** pop-up list in the Main Window, then choose a mail view.

2 Choose **Address** to open the Address Book.

3 Double-click user IDs to move them to the Send To box.

4 If you want a user to receive a carbon copy or blind copy, select the user, then choose the **CC** or **BC** buttons.

5 Choose **OK** to close the Address Book and to move the names to the address boxes in the mail view.

6 Type a description of the message in the Subject box.

7 Type the message in the Message box.

8 If you want to change the send options for the mail message, choose the **Send** menu, then choose **Send Options**. Set the options you want, then choose **OK**.

9 Choose **Send**.

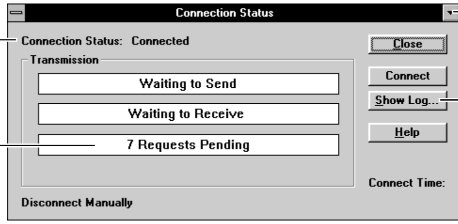
The mail message is placed in the Requests list. As soon as you connect to your master GroupWise system, it will be sent.

Connecting to Your Master GroupWise System

1 Choose the **Remote** menu, then choose **Send/Retrieve** to open the Send/Retrieve dialog box.

2 Choose the connection you want from the **Current Connection** drop-down list, then choose **Connect** to initiate the connection and to open the Connection Status dialog box.

HINT: If you're using a modem connection, the modem on your remote computer will make a dialing sound which will change to a screeching noise when it makes contact with your gateway's modem. This procedure could take several minutes depending on the number of times your modem dials before it makes contact, and how many requests and responses your system has to transfer.



This will read Connected when you have made a successful connection.

Your Send/Retrieve is complete when this reads 0 Requests Pending.

Minimizes Connection Status dialog box without affecting connection transmission

Displays maximum connection information

Disconnecting from Your Master GroupWise System

You can disconnect from your master GroupWise system anytime by choosing **Close** in the connection status dialog box.

If you want to keep the Connection Status dialog box open, but terminate the connection, choose **Disconnect**. This lets you observe the window information after you have disconnected from your master Groupwise system. When you disconnect, notice that the button changes to Connect. Choosing **Connect** re-establishes the connection to your master GroupWise system.

Changing Your Remote Preferences

You can change any of the user and system information, default settings, and connection definitions that you set in Remote Preferences.

IMPORTANT: Changing the user ID, domain, or post office will cause you to lose all information in your Remote Mailbox.

1 Choose the **File** menu in the Main Window, then choose **Preferences**.

2 Double-click **Remote** to display the Remote Preferences dialog box.

3 Make your changes, then choose **OK**.

If you changed the user ID, domain, or post office, a prompt box appears telling you which information you changed and warning you that all information in your Remote Mailbox will be lost. Choose **Y** to continue or choose **N**, then **Cancel** if you do not want the changes saved.

4 Choose **Close** in the Preferences dialog box to return to the Main Window.

Setting or Changing Your Time Zone

All items in your Calendar are scheduled according to the time zone you chose when you initially set your Remote Preferences. As you cross time zones with GroupWise Remote, you can change to the new time zone. If you do, all scheduled items will change to reflect the difference between the time zones.

For example, assume you chose Eastern Standard in your initial Remote Preferences, and you are currently working in the Pacific Standard time zone. If you change your time zone in Remote to Pacific Standard, a 3:00 p.m. appointment will display as a 12:00 noon appointment in Remote.

If you change Remote's time zone, be sure to change your remote computer's clock to match the new time zone. See *Changing Your Computer's Clock* in this section.

1. Choose the **File** menu in the Main Window, then choose **Preferences**.
2. Double-click **Remote** to open the Remote Preferences dialog box.
3. Choose **Time Zone** to open the Time Zone dialog box.
4. Choose **Set Time Zone** to open the Set Time Zone dialog box.
5. Select the new time zone, choose **Select**, then choose **OK** to close the Time Zone dialog box.
6. Choose **OK** in the Remote Preferences dialog box, then choose **Close** in the Preferences dialog box to return to the Main Window.

Editing Daylight Saving Time

Use Edit Daylight Saving Time to specify when daylight time and standard time begin.

1. Choose the **File** menu, then choose **Preferences**.
2. Double-click **Remote** to open the Remote Preferences dialog box.
3. Choose **Time Zone**, then choose **Edit Daylight Saving Time**.
4. If your time zone is not observing daylight time, deselect the **Use Daylight Saving Time** check box.
5. Select **Define by Day** or **Define by Date**.
6. Specify when daylight saving time begins and when standard time begins using the pop-up lists.
7. Specify the number of hours and minutes your clock should change, then choose **OK**.
8. Choose **OK** to close the Time Zone dialog box.
9. Choose **OK** in the Remote Preferences dialog box, then choose **Close** in the Preferences dialog box to return to the Main Window.

Changing Your Computer's Clock

Always change the clock in your remote computer when you change Remote's time zone. This will ensure synchronization of all scheduled items between your new time zone and your computer's clock.

1 Double-click **Control Panel** in the Main window of the Windows Program Manager, then double-click **Date/Time**.

2 Make your changes, then choose **OK**.

HINT: You may prefer not to change time zones when you travel. If you are in New York and schedule an appointment in Los Angeles for 3:00 p.m., then fly to California and choose not to change time zones in Remote, the appointment will still display at 3:00 p.m., and your schedule will not be altered.

Generally, if you're planning to work in another time zone at length, you may find it preferable to change your time zone in Remote.

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